PFS: First Publisher

User's Guide

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First Publisher Development Team

Jim Burt, Carolyn Claudy, Brad Crain, Linda Gill, Barbara Harvie, Jaleh Morshed, Larry O'Gorman, Bill Ong, Marv Parsons, Laura Petersen, Pete Pressley, Ann Reed, Jeff Tucker, Christina Warren

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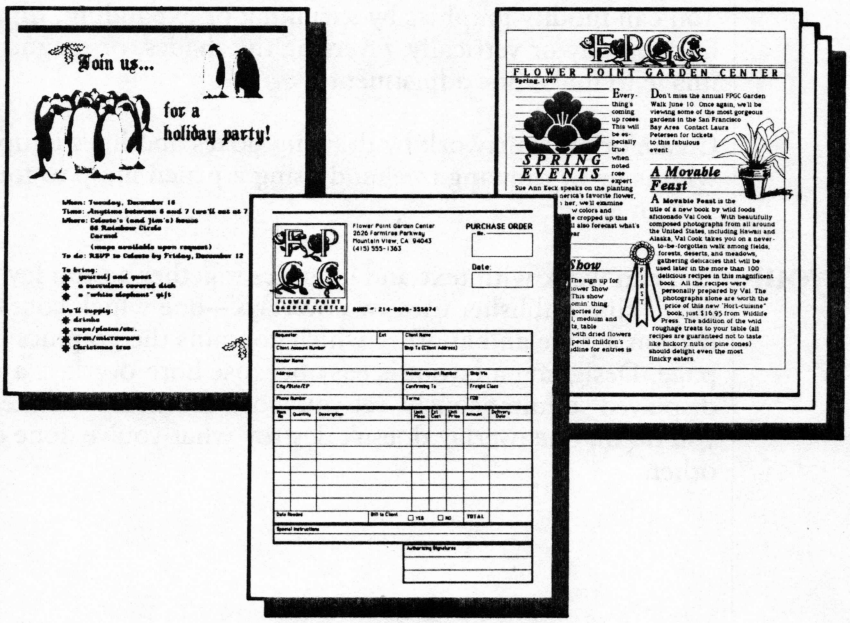
1: First Publisher

Are you getting the response you need from your flyers and newsletters? Are they attractive and inviting? Are people reading them? Facing these challenges is easy with First Publisher, even if you don't have time to learn about typesetting and layout.

First Publisher gives you a quick, easy, and fun introduction to desktop publishing—you can create attention-getting newsletters, flyers, announcements, proposals, and other short publications without a lot of complicated procedures and preparation.



With First Publisher, you can create newsletters, order forms, flyers and more.

How First Publisher works

First Publisher lets you combine text and graphics on a page in a variety of formats. You can format text in up to four columns and add professionally-drawn graphics from clip art collections. You can choose from several lettering sizes and styles (*fonts*) to create inviting headlines and attractive, readable text. Design and layout become easy because what you see on the screen is what you get when you print.

First Publisher uses menus, icons, and understandable terms to make it easy to learn and use. And you only need to learn one program, First Publisher, because it includes everything you need for writing, designing, and publishing.

Creating text

First Publisher includes some built-in word processing features that let you create text right on the screen as you work. You can also create the text with other word processors and get it with First Publisher when you're ready to lay it out.

Creating graphics

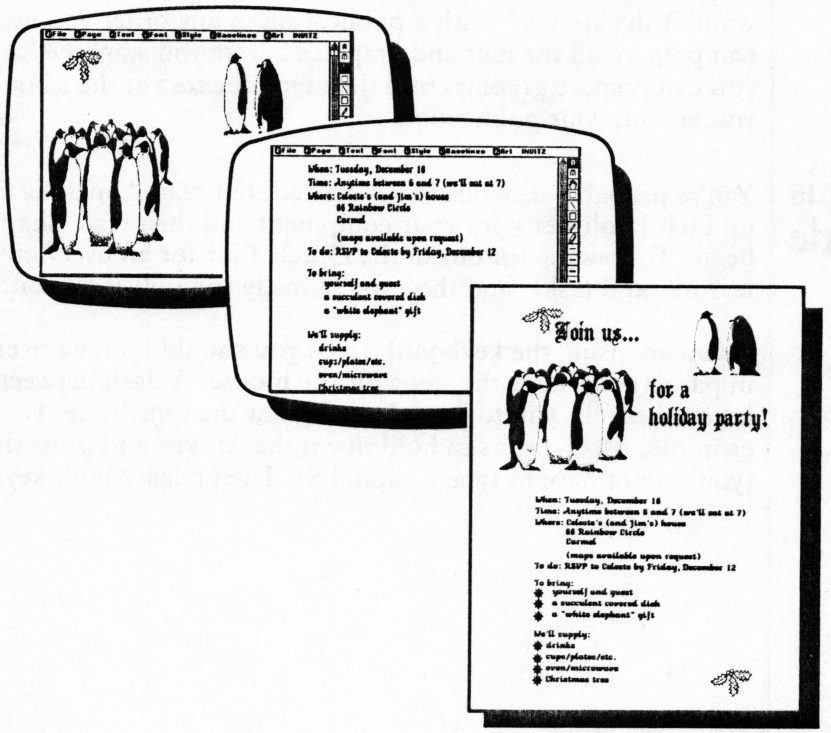
First Publisher includes many graphics capabilities that let you create original art, use graphics created with other drawing programs, or choose from over 100 pieces of clip art included in this package. (Additional art portfolios are available separately.) You can modify graphics by shrinking or expanding, flipping horizontally or vertically, reversing the shades, or magnifying an image to make fine adjustments.

Create original artwork by drawing boxes and lines in up to four widths or by drawing freehand using a pencil in up to four widths and an eraser.

Creating a layout

You can work with text and graphics together as you lay out a page. First Publisher uses two overlays—one which contains the text on a page and another which contains the graphics for the page. Designing a layout is easy because both overlays are displayed simultaneously, yet you work on them separately. What you do on one overlay doesn't destroy what you've done on the other.

You work with two overlays when you lay out a publication—one for your text and another for your art.



You design a layout with First Publisher by working with *baselines*. Baselines are like lines on a note pad where the text sits. You can make changes to one baseline or several baselines at once.

First Publisher's layout features include:

- positioning text on a baseline
- changing a baseline's length
- creating white space by moving a baseline
- running text around a graphic
- varying the width of all or part of the columns
- adjusting the space between baselines
- switching to other fonts
- previewing the full page
- using a grid and rulers for precision

First Publisher's layout flexibility allows you to work the way you want. You can work with a publication in any order you want. You can prepare all the text and graphics before you start the layout. Or you can prepare graphics and then type the text at the same time as you lay out your publication.

How to use this guide

You're probably anxious to get started, but read Appendix B to set up First Publisher with your equipment and then read Chapter 2 to begin. Follow the lessons in the Quick Tour for an overview of features and tasks, and then you're ready to publish on your own.

If you are using the keyboard, steps you should follow are enclosed in parentheses after the steps for the mouse. A dash between two keystrokes tells you to press both keys at the same time. For example, Alt-S means to hold down the Alt key and press the S key (you do not have to type a capital S). Then release both keys.

2: Getting started

Before you begin using First Publisher, you should know the basics of how it works. This chapter explains how to start and stop the program, work with the menus, and keep track of your work.

What you need

To use First Publisher, you need the following:

- an IBM PC, XT, AT, Personal System/2 Models 30, 50, or 60, or 100% compatible computer with two double-sided diskette drives, or one diskette drive and a hard disk
- at least 512K of available memory
- the First Publisher master disks (if you have 3½ inch drives, the program and fonts are on one disk):
  - Program Disk
  - Fonts Disk
  - Laser Support Disk
  - Sampler Disk
- the DOS disk (version 2.0 or greater) for your computer
- an 80-column monitor (color or monochrome)
- one of the following graphics cards:
  - IBM Color/Graphics Adapter Card (or equivalent) with a color monitor
  - Hercules Graphics Card (or equivalent) with a monochrome monitor
  - Enhanced Graphics Adapter (EGA) Card (or equivalent) with an enhanced color display
- an optional mouse:
  - Logitech Mouse
  - Microsoft Mouse
  - Mouse Systems PC Mouse
- a dot matrix or laser printer listed on the package

The screens in this manual were produced using a computer with a Hercules Graphics Card. A screen displays one half a page at a time with images in correct proportions. If you have a CGA card, your screens will look different. You will see only one quarter of a page at a time and your images will appear slightly elongated. When you print, the images and text will be in proportion.

Laser support

First Publisher works with two laser printers: the Apple LaserWriter or HP LaserJet. If you want to use First Publisher with a laser printer, read this chapter and complete the Quick Tour (Chapter 3). Then read Appendix E for instructions on using a laser printer.

What to do the first time

Before you start, you must set up your computer to work with First Publisher. Follow the steps in Appendix B, *Before you begin*. You need to tell First Publisher which printer you are using. You also need to make a backup copy (a spare copy) of the master disks and install your mouse. You only need to follow the steps once, the first time, unless you change your computer setup.

Starting First Publisher

The steps for starting First Publisher depend on whether you are using two diskette drives or a hard disk.

■ **If you have a mouse, make sure you have connected it properly and have installed and started the mouse driver software before you start First Publisher.**

With a hard disk

To start First Publisher, follow these steps:

1. Make sure you are in the \PUB directory where you have copied First Publisher.

   See Appendix B if you haven't copied First Publisher to your hard disk yet.

2. Type **fp** and press **Enter**.

■ **You can keep your publications files in a separate directory or subdirectory. Once you start First Publisher, switch to that directory. Choose Get publication from the File menu. In the dialog box, change the path to your directory or subdirectory.**

Without a hard disk

Use your backup disks and keep the original disks in a safe place. Follow these steps to start First Publisher:

1. Make sure the A> prompt appears on the screen.

2. Place the First Publisher Program Disk in drive A and place the Fonts Disk in drive B.

   If you have 3½ inch disks, insert the First Publisher Disk into drive A. You can also insert a data disk in drive B.

3. Type **fp** and press **Enter**.

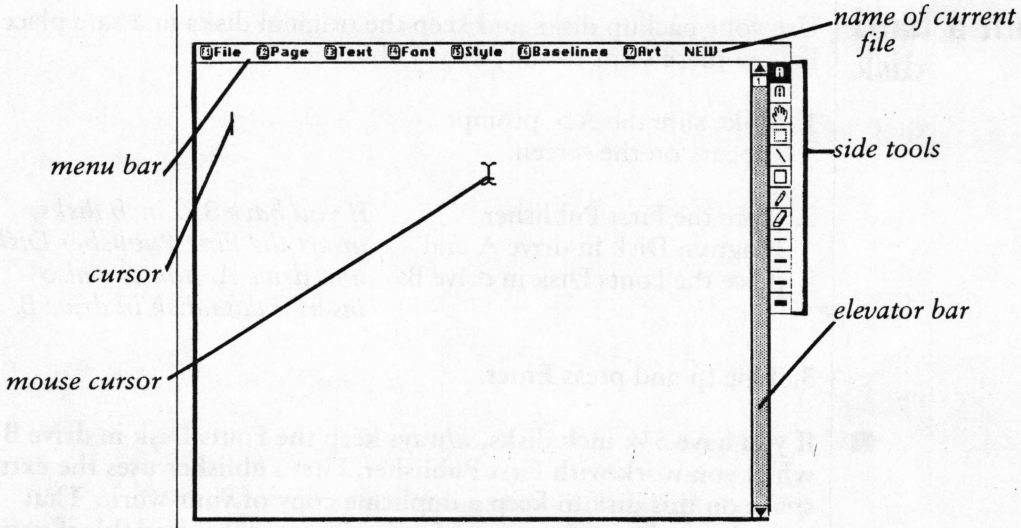
■ **If you have 5¼ inch disks, *always* keep the Fonts Disk in drive B when you work with First Publisher. First Publisher uses the extra space on this disk to keep a duplicate copy of your work. That way, the unchanged version of your work will be available if you want it. After you start First Publisher, remove the Program Disk from drive A and insert a data disk for getting and saving your publications.**

Stopping First Publisher

To stop First Publisher and return to DOS, choose Exit from the File menu (**Alt-E**). If you've been working on the current file and have not saved it since making some changes, First Publisher displays the Save dialog box. You can choose to save the file, not save the file, or return to your work.

How First Publisher works

When you first start First Publisher, it displays a blank screen where you do all of your work. The screen contains all the tools and commands you need to create a publication.



Menu bar

At the top of the screen is the *menu bar*, which contains seven menu titles. Each title has its own menu, called a pull-down menu. The pull-down menus list the features available to you. The eighth item in the menu bar tells you the name of the current file.

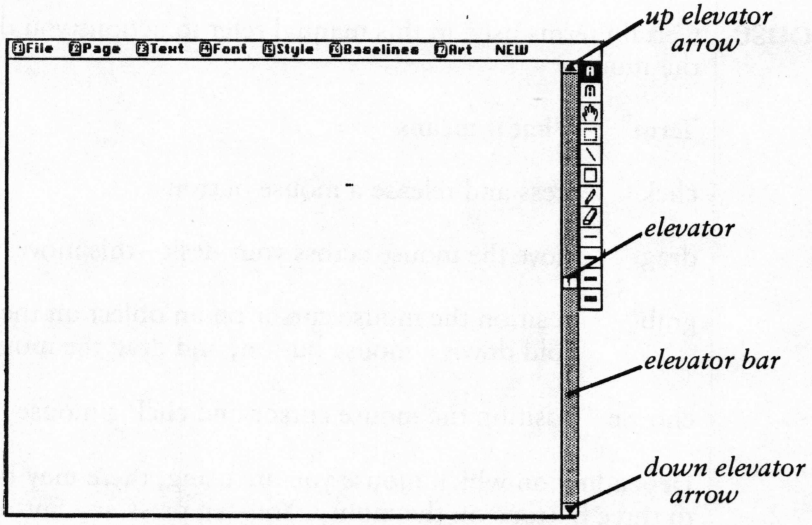
Side tools

Along the right side of the screen are the *side tools*. You'll use them primarily to create and modify graphics.

Elevator

The gray shaded area to the left of the side tools is the *elevator bar.* At the top of the elevator bar is the *elevator.* You'll use the elevator and elevator bar to move quickly around the page currently on the screen.

The elevator shows you your relative position on the current page. For example, if the elevator is near the bottom of the elevator bar, you're near the bottom of the page. The number in the elevator tells you the current page number.



The elevator bar also appears in directory dialog boxes. The directory can list up to eight files at once—you scroll to see more files. If you're using a mouse, click on the up or down elevator arrows to scroll one line at a time, or click in the elevator bar to scroll several lines at a time. If you're using the keyboard, press the **Up** or **Down Arrow** keys to scroll one line at a time, or press **PgUp** or **PgDn** to scroll several lines at a time.

The cursor

The cursor is the thin vertical line at the beginning of the screen. The cursor marks the spot on the page where the next text you type will be placed.

Mouse cursor

If you have a mouse, you'll see another cursor on the screen, which looks like a capital I with curled ends. The mouse cursor is used for moving the cursor and pointing to objects on the screen.

The shape of the mouse cursor will change to an arrow whenever you position it on a menu, menu title, side tool, elevator bar, dialog box, or when working with graphics.

Using a mouse

Certain terms used in this manual refer to actions you do with the mouse:

Term	What it means
click	press and release a mouse button
drag	move the mouse across your desk—this moves the cursor
grab	position the mouse cursor on an object on the screen, hold down a mouse button, and drag the mouse
choose	position the mouse cursor and click a mouse button

Depending on which mouse you are using, there may be from one to three buttons on the mouse. You can press any button.

You can use the keyboard, even when using a mouse. Keystroke equivalents are given in parentheses following the instructions for the mouse throughout the manual. In a few cases, using the keystroke equivalents may be faster or more efficient than using the mouse.

Using the keyboard

If you are using the keyboard instead of a mouse, you can achieve the same action of clicking a mouse button using the **F10** key:

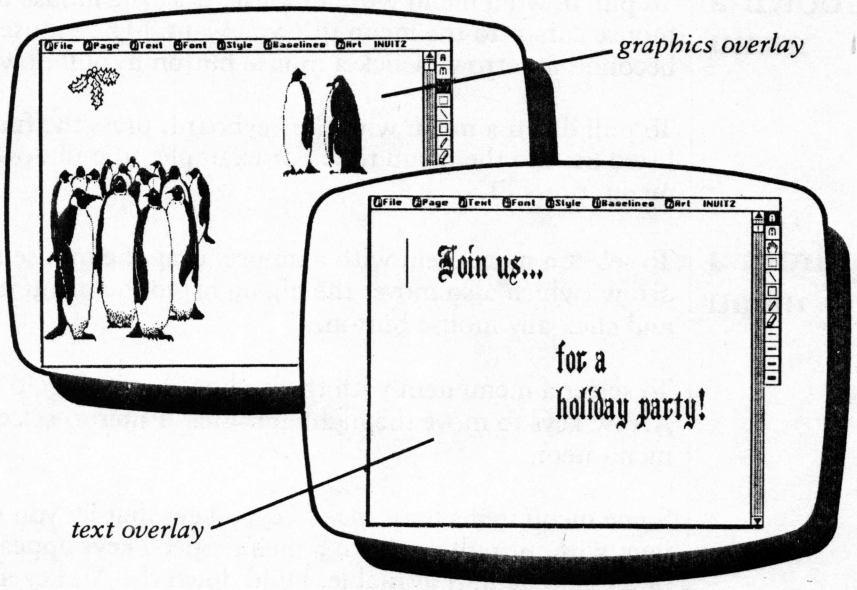
Mouse button action	Keyboard action
Press and release (also called *clicking*)	Press **F10** twice
Press and hold	Press **F10** once

A tiny mouse pops up in the upper right corner of the screen whenever you click a mouse button. The mouse symbol is helpful for keyboard users as a reminder that the mouse button is active—certain actions, such as selecting and drawing, only work while holding down a mouse button.

Elements of a page

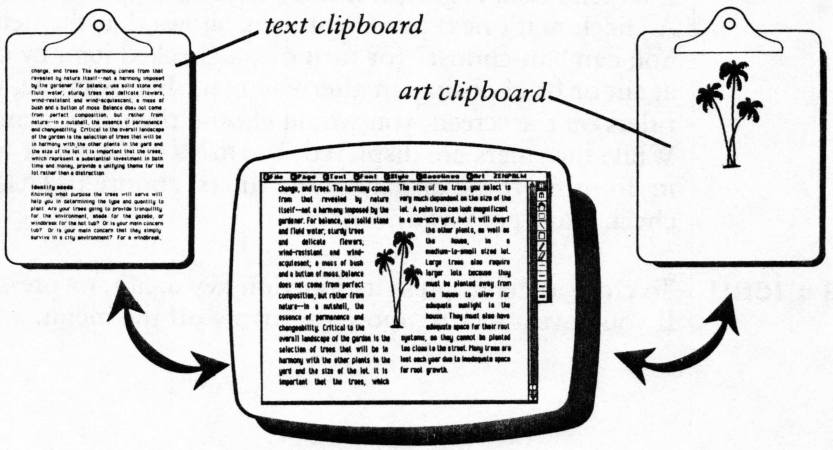
A First Publisher publication can be made up of many pages, each page containing text and graphics. You may find it helpful to think of a page as being produced from two transparent overlays—one containing text and the other containing graphics.

You work with text on the text overlay, and you work with graphics on the graphics overlay.



As you work on a page, you use *clipboards* (temporary storage areas) to hold text and graphics temporarily. You place text on the text clipboard and graphics on the art clipboard, and then decide what to do with them.

Clipboards hold text and art temporarily until you're ready to use them. The text clipboard and art clipboard are separate and each can hold one item at a time.



Menu overview

The menus across the top of the screen contain commands and options you'll use to work with text and graphics. To choose a menu item, you first pull down the menu and then select the item.

Pulling down a menu

To pull down a menu with a mouse, drag the mouse to move the mouse cursor to the menu title you want. (The mouse cursor becomes an arrow.) Click a mouse button to pull down the menu.

To pull down a menu with the keyboard, press the function key listed next to the menu title. For example, to pull down the File menu, press **F1**.

Selecting from a menu

To select a menu item with a mouse, drag the mouse to move the arrow (which also moves the highlight) to the menu item you want and click any mouse button.

To select a menu item with the keyboard, use the **Up** or **Down Arrow** keys to move the highlight. Press **Enter** to select the menu item.

Some menu items have *speed keys*—keys that let you select a menu item without pulling down a menu. Speed keys appear to the right of a menu item, if available. Hold down the **Alt** key and press the letter key. For example, to select Save, press and hold down the **Alt** key while pressing the **S** key. Then release both keys. If you have a mouse, you can use the speed keys instead of the mouse.

If a menu item is gray, it is not available in the current situation. A check mark next to a menu item shows that the item is active. You can "un-choose" (or turn off) a checked item by choosing it again or by choosing an alternate item. For example, to display rulers on the screen, you would choose the menu item Use rulers. While the rulers are displayed, Use rulers has a check mark next to it. To turn off the display of the rulers, choose Use rulers again—the check mark goes away.

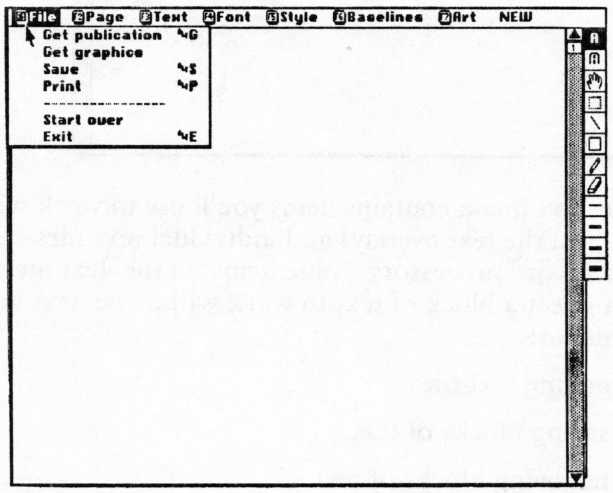
Closing a menu

To close a menu, press its function key again, or press the **Esc** key. If you have a mouse, move the arrow off the menu.

File menu

The File menu contains items you'll use for:

- getting existing publications
- getting graphics files
- saving the current publication
- printing the current publication
- creating a new publication
- leaving First Publisher

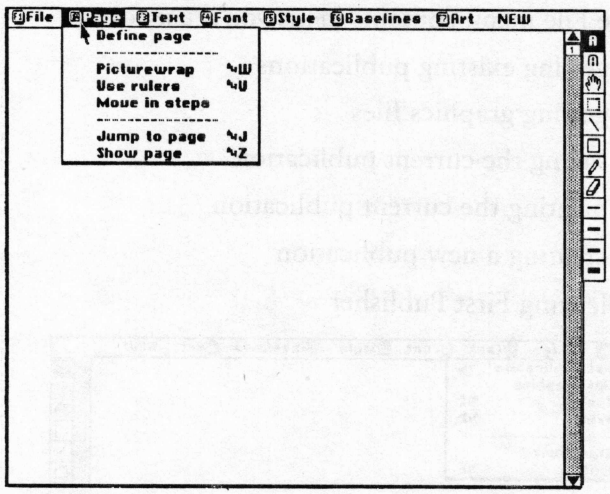


Use items from the File menu when you want to get, print, and save files.

Page menu

The Page menu contains items you'll use for:

- setting the page format
- running text around a piece of art
- displaying rulers on the screen
- using a grid for positioning page elements
- creating a new page or going to another page
- viewing an entire page

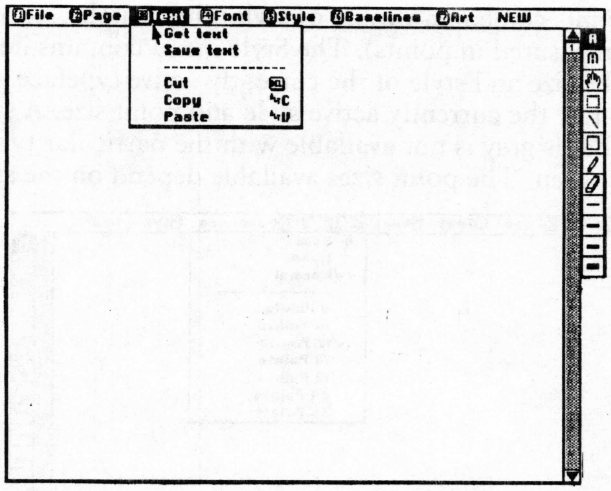


Use items from the Page menu when you want to change, refine, and view the current page.

Text menu

The Text menu contains items you'll use to work with blocks of text (on the text overlay) and individual text files created with other word processors. Some items on the Text menu are gray until you select a block of text to work with. The Text menu includes items for:

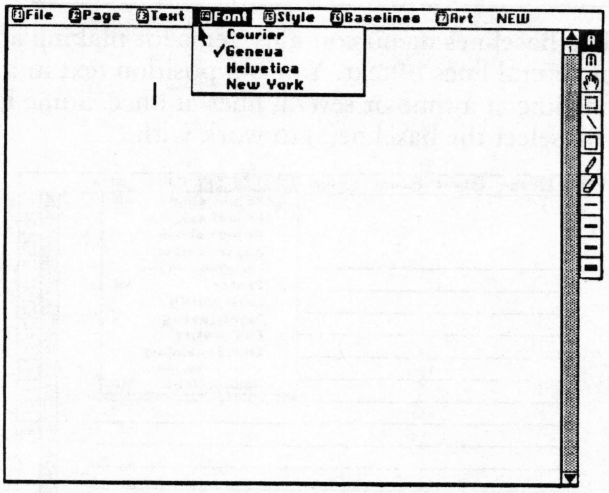
- getting text files
- saving blocks of text
- removing blocks of text
- copying blocks of text
- moving blocks of text



Use items from the Text menu when you work with blocks of text or other text files.

Font menu

The Font menu lists the names of the fonts (also known as typefaces) you can use. You change the look of the text by choosing a different typeface, size, or style. A check mark by a typeface indicates it is currently active. (If you have added extra fonts or a laser printer, your Font menu may be different.)

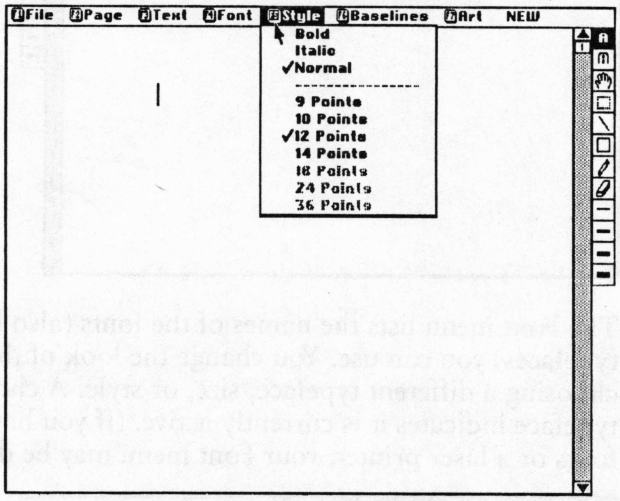


Use the Font menu when you want to switch to another typeface.

Style menu

Fonts come in a variety of styles (bold, italic, normal) and sizes (measured in points). The Style menu contains items for specifying the size and style of the currently active typeface. Check marks show the currently active style and point size. A style or point size that is gray is not available with the particular typeface you have chosen. The point sizes available depend on the style you choose.

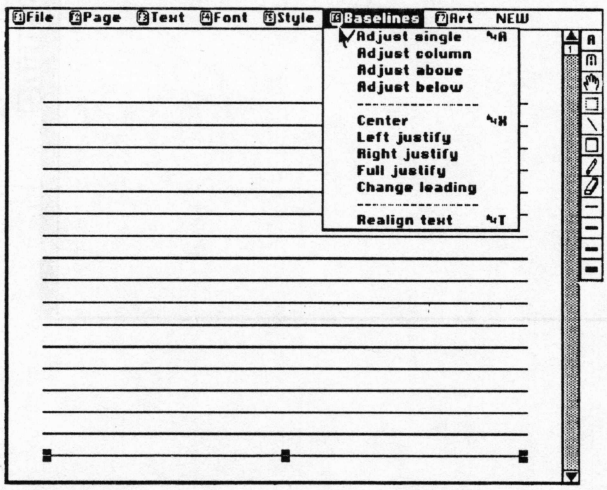
Use items from the Style menu when you want to change the style and size of the typeface you've chosen.



Baselines menu

The Baselines menu contains items for making adjustments to one or several lines of text. You can position text in a variety of ways one line at a time or several lines at once. Some items are gray until you select the baseline(s) to work with.

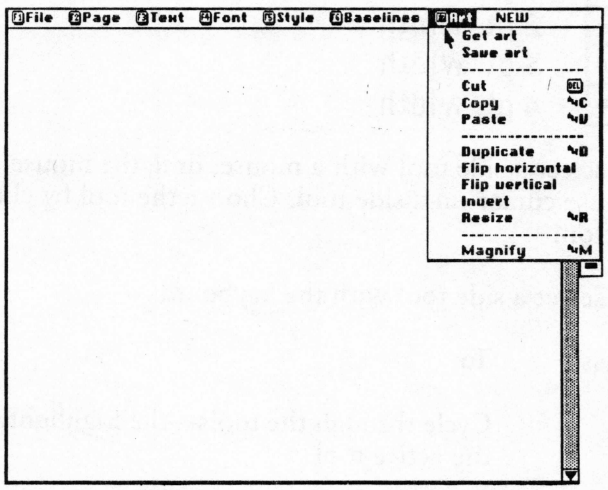
Use items from the Baselines menu to create your page layout.



Art menu

The Art menu contains items you'll use for getting and working with graphics on the graphics overlay. Some items are gray until you select the art you want to work with. You can:

- get and save art
- erase art
- copy art
- move art
- flip or invert art
- change the size of art
- magnify art to make fine adjustments



Use items from the Art menu to edit art on the graphics overlay.

Side tools overview

The side tools on the right side of your screen give you additional text and graphics capabilities.

text tool
graphics text tool
hand tool
selection tool
straight line tool
box drawing tool
pencil tool
eraser tool
1 pt. width
2 pt. width
3 pt. width
4 pt. width

Selecting a side tool

To select a side tool with a mouse, drag the mouse to put the mouse cursor on a side tool. Choose the tool by clicking a mouse button.

To select a side tool with the keyboard:

Press	To
F9	Cycle through the tools—the highlighted tool becomes the active tool
Shift-F9	Jump to the top side tool—the text tool
Alt-F9	Cycle through the line widths when you choose the pencil, straight line, or box drawing tools

See Chapter 5 for more information on using the side tools.

Managing files

This section explains the different types of First Publisher files and how to keep track of them.

Types of files

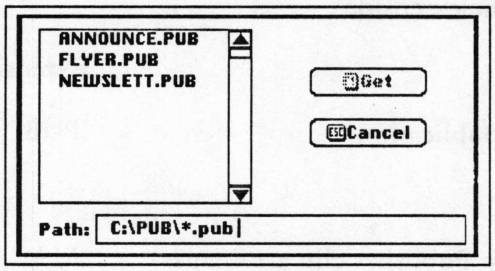
First Publisher works with several types of files and each type has a different filename extension:

Type of file	Extension
First Publisher publication	.PUB
Graphics file	
(pages of First Publisher clip art images)	.MAC
(created with other paint programs)	any extension
Text file	
(ASCII, PFS:WRITE, Professional Write)	any or no extension, or .TXT
(First Choice)	.ASC or .DOC
Individual art image (clipped from a graphics file or created with First Publisher)	.ART

You use a different menu item to get each type of file:

Use	To get
Get publication from the File menu	.PUB files
Get graphics from the File menu	graphics files
Get text from the Text menu	text files/ASCII files/documents
Get art from the Art menu	.ART files

After you choose one of the above menu items, First Publisher displays a directory box listing the available files. You may see the Save dialog box before you see the directory box if you've been working on a publication and have made some changes.



In First Publisher, you use a directory to get a file.

Getting a publication

To resume work on a publication you started and saved earlier, you get it using Get publication from the File menu.

The directory box lists the files contained on the disk in drive A (if you have 5¼ inch disks), in drive B (if you have 3½ inch disks), or in the current directory (if you have a hard disk). You can choose a file by moving the highlight to the file or by typing the filename in the Path box.

To choose a file from the list:

1. Choose Get publication (**Alt-G**) from the File menu.

If you've been working on a file and have not saved it since making some changes, First Publisher will give you a chance to save it before getting another file.

First Publisher displays a dialog box where you choose a file to work on. The directory lists all the files with the extension .PUB in the active disk or directory.

2. If you don't see the name of the file you want, move the mouse so that the arrow is on the down elevator arrow and click the mouse button until you see the name of the file. (Use **PgDn** and **PgUp** to scroll through the list until you see the name of the file.)

3. Drag the mouse so that the tip of the arrow is resting on that file. Click the mouse button to highlight the file. (Use the **Up** and **Down Arrow** keys to move the arrow to the file. Press **F10** once to highlight the file.)

4. To get the file, click on **Get** (press **F1**). If you click on **Cancel** (or press **Esc**), First Publisher removes the directory box and takes you back to where you were.

■ **If you change the MASTER.FNT file and then get a publication that uses a font not in the MASTER.FNT file, First Publisher asks if you want to substitute the missing font with another one. First Publisher will try to substitute a font in the same size and style, if available. Click on OK (press F1) to substitute another font, or click on Cancel (press Esc). You can then switch to the correct MASTER.FNT file. See Appendix C for more information.**

Getting files from another disk or directory

The Path tells First Publisher where to get or save files. You can tell First Publisher to look for a file on drive A, or on a different directory.

To get files from a different drive or directory:

1. If the cursor is not in the Path box, move to the Path box by clicking inside the box (press **Tab**).

2. Type the drive or directory name you want—you don't need to backspace over what's there.

   For example, if you created a directory called SPRING for all the files you needed for your spring newsletter, you would type: ***C:\SPRING****. To list the files in drive A, type:* ***A:****.*

3. Press **Enter** to list the files on that drive or directory.

   First Publisher lists all the files on the drive or directory with the extension .PUB. If you get a message that no files were found, First Publisher could not find any files with the extension .PUB.

   To see all the files on the disk or directory, backspace over *.pub, *type:* ****.****, *and press* ***Enter****.*

You could also get a file by typing the complete filename (including the extension) in the Path box. For example, if you had a publication called FLYER.PUB on a disk in drive A, you could type: **A:FLYER.PUB** in the Path box. Press **Enter** to get the file.

Saving a publication

When you finish working on a publication, you must save it in a file on a disk if you want to keep a copy of your work. To save a file, choose **Save** (**Alt-S**) from the File menu and give the file a name.

To save a publication:

1. Choose **Save** from the File menu (press **Alt-S**).

   First Publisher displays a dialog box.

2. Type a name for the publication or use the name already there.

   If you are saving the file for the first time, First Publisher gives it the name NEW. Type over the word NEW with your own name for the file. If you have saved the publication before, First Publisher gives it the name displayed on the menu bar.

3. If you want to save the publication in a format other than .PUB, click on the appropriate button (**MAC** or **TXT**). (Press **F4** for **MAC** or **F5** for **TXT**.)

   *First Publisher files are normally saved as .PUB files. Choose **MAC** to save the entire file as a graphic image (the text and graphics overlays merge), which you can then use with other products that can read MAC format files. Choose **TXT** to save the entire file in ASCII format, which removes all font and formatting information so that you can use the file with other products.*

4. Click on **OK** to save the file (press **F1**), or click on **Cancel** (press **Esc**) to return to the current publication. If you are starting over or leaving First Publisher and you see the Save dialog box, clicking on **No** (pressing **F2**) erases the screen or leaves First Publisher without saving the file.

*If First Publisher finds a file with the same name, you'll see a message asking if you want to replace it. Click on **OK** to replace it (press **F1**), or click on **Cancel** (press **Esc**) to return to the current publication.*

You can save a file to another disk or directory by changing the path. To change the path, click on the **Path** box (press **Tab**) and type the disk drive and/or directory name. For example, to save to a disk in drive A type: **A:** in the **Path** box. To save to another directory on drive C, type: **C:** followed by the directory name, for example, **C:\newslett**.

Erasing files

To remove a file from a disk or directory, you must leave First Publisher and erase the file using the DOS command ERASE.

1. If you have a hard disk, be sure you are in the directory containing the file you want to erase. If you have two diskette drives, place the disk containing the file you want to erase in drive A or B.

2. Type: **erase** followed by the full name and path of the file you want to remove, for example **erase b:flyer.pub**.

Once you erase a file, you can't get it back.

What's next?

Creating a publication includes the following steps:

- Prepare the text (see Chapter 4)
- Prepare the graphics (see Chapter 5)
- Define the page format (see Chapter 6)
- Place text and graphics (see Chapter 6)

3: Quick Tour

This Quick Tour introduces you to the basic features and operation of First Publisher. It's divided into three lessons, each taking 15 to 20 minutes. You can work straight through or stop at the end of any lesson and begin again later. Here's what you'll practice in the Quick Tour:

- Lesson 1 - Working with text
- Lesson 2 - Fomatting the page
- Lesson 3 - Adding graphics

Before you begin

Before taking the Quick Tour, read Chapters 1 and 2 of this manual and set up First Publisher to work with your computer as explained in Appendix B.

If you plan to use a laser printer: Wait until you've completed the Quick Tour before installing laser support as explained in Appendix E.

If you have a hard disk: Make sure you've copied the file EXAMPLE.PUB on the First Publisher Sampler Disk to the \PUB directory where you copied the program files.

If you don't have a hard disk: Make sure the First Publisher Sampler Disk is at hand.

Starting First Publisher

Follow the instructions in Chapter 2 to start First Publisher.

If you're running from 5¼ inch disks: When you see the First Publisher screen with the menu bar at the top, remove the Program Disk from drive A and replace it with the Sampler Disk.

If you're running from 3½ inch disks: Put the Sampler Disk in drive B.

About the Quick Tour

The Quick Tour includes separate instructions for mouse users and keyboard users.

If you don't have a mouse: Complete the steps in the column labeled ***K*** for keyboard.

If you have a mouse: You can follow either set of instructions. To use your mouse, complete the steps in the column labeled ***M*** for mouse.

When you see both letters together, the instructions apply to either mouse or keyboard operation.

The illustrations in the Quick Tour show screens as they appear with this equipment:

- a Hercules card
- an IBM Proprinter
- a hard drive with First Publisher installed in the \PUB directory on drive C

If you have different equipment, your screen may not look exactly the same.

Lesson 1 Working with text

First Publisher lets you do many of the editing tasks that you might have been doing with your regular word processor. You can also change the typeface, size, and style of text.

In this lesson, you'll:

- get a publication
- move the cursor
- insert, erase, and replace a word
- move a sentence
- change the typeface and size of a title

As you begin, you should see the blank First Publisher screen with the menu bar at the top showing the filename NEW.

Getting a publication

To get a publication file from disk and display it on the screen, you'll select Get publication from the File menu.

Without a hard disk

Make sure your Sampler Disk is in drive A if you're using 5¼ inch disks or in drive B if you're using 3½ inch disks.

Displaying a menu

M

Move the mouse so the mouse cursor, which looks like a capital i with curled ends, rests on the word File at the top of the screen.

The mouse cursor turns into an arrow as it moves onto the menu bar.

Press and release a mouse button.

You can use any of the buttons on the mouse.

From now on, we'll shorten the steps by using the word click *to mean selecting an item by moving the arrow to it, and then pressing and releasing the mouse button.*

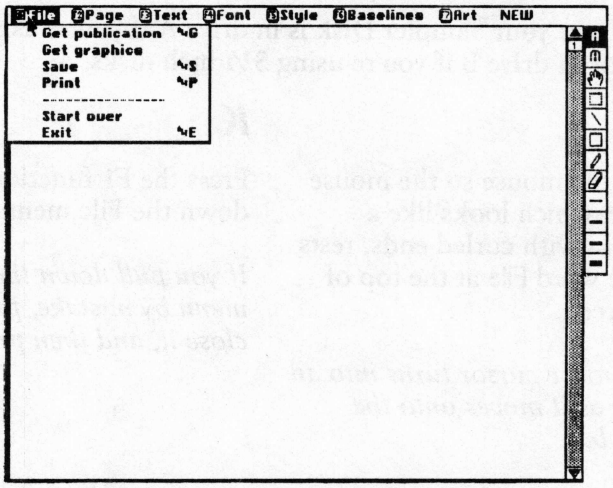
If you pull down the wrong menu by mistake, move the arrow off its name to close it; then pull down the File menu.

K

Press the **F1** function key to pull down the File menu.

If you pull down the wrong menu by mistake, press ***Esc*** *to close it, and then press* ***F1****.*

The File menu



First Publisher displays the File menu.

Getting the publication

The Sampler Disk includes a file named EXAMPLE.PUB, which contains the text of an unfinished handout. To display the handout on the screen, first you'll choose the Get publication item from the File menu.

M

Click on Get publication.

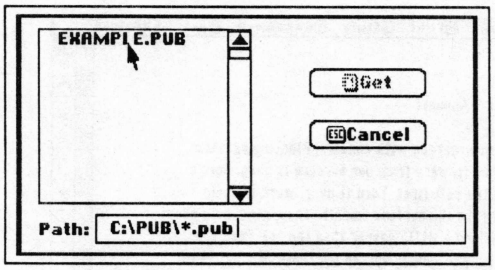
K

Press the **Down Arrow** key until you highlight the Get publication item.

Press the **Enter** key.

First Publisher displays the Get dialog box, where you choose the file you want to work on.

The Get dialog box



Before displaying the Get dialog box, First Publisher determines whether you made any additions or changes to what's shown on the screen. If you did, the program gives you a chance to save your work by displaying the Save dialog box.

If you see the Save dialog box and don't want to save, press **F2**. *To save your work, follow the instructions in Chapter 2.*

Choosing a file

M

Position the tip of the arrow on the file EXAMPLE.PUB, if the arrow isn't there already.

Press and release a mouse button to highlight that file.

Position the arrow on the word **Get**.

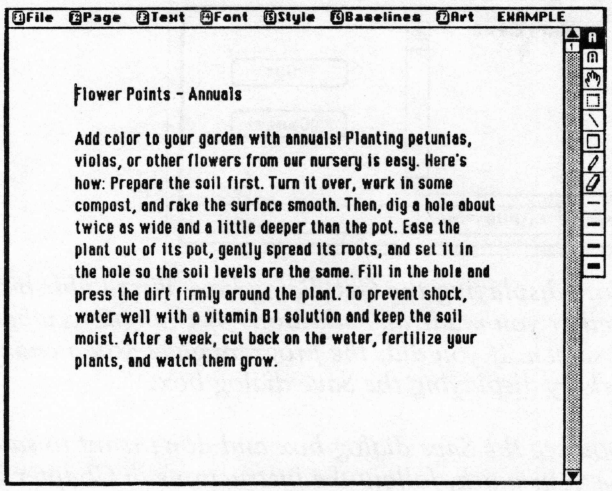
Press and release a mouse button.

K

Use the **Up** or **Down Arrow** keys to position the tip of the arrow on the file EXAMPLE.PUB, if the arrow isn't there already.

Press the **F10** key to highlight that file, and then press **F1** to get it.

First Publisher takes a moment to get the file from disk and show it on the screen.


File Page Text Font Style Baselines Art EXAMPLE
Flower Points - Annuals
Add color to your garden with annuals! Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them grow.

Watch face

You may notice a watch face during certain activities. This symbol means First Publisher is doing something that may take a little time.

Moving the cursor

In these steps, you'll practice moving the cursor, the thin vertical bar that indicates where text is placed on the page. When you get a file, First Publisher positions the cursor at the beginning of the first text line.

Moving to the end of the current line

M	***K***
Position the mouse cursor to the right of the last word on the first line, and press and release a mouse button.	Press the **End** key.

Moving to the beginning of the current line

M	***K***
Position the mouse cursor to the left of the F in **Flower** on the first line. Press and release a mouse button.	Press the **Home** key.

Moving to the next word

M

Position the mouse cursor between the words **Flower** and **Points**; press and release a mouse button.

K

Press and hold the **Ctrl** key and press the **Right Arrow** key.

Moving to the previous word

M

Position the mouse cursor to the left of the word **Flower**; press and release a mouse button.

K

Press and hold the **Ctrl** key and press the **Left Arrow** key.

Moving around the page

Your screen can show only part of a page at a time, but you can see another part by *scrolling*.

M

Move the mouse cursor to the right so that it rests about ¼ of the way down the gray shaded elevator bar at the right side of the screen.

The mouse cursor turns into an arrow when it's resting on the elevator bar.

Press and release a mouse button to display another part of the page.

Notice that the elevator in the elevator bar has moved down.

K

Press and hold the **Ctrl** key and press the **PgDn** key.

The text jumps up a notch on the screen and the elevator in the elevator bar moves down a notch.

Press and hold both the **Ctrl** and **PgDn** keys at the same time.

Watch the text scroll as the elevator moves down.

If you hear a beep, release both keys and wait a moment. To resume scrolling, press the keys again.

Release both keys when you see the end of the text.

*You can press and hold both the **Ctrl** key and the **PgUp** key to scroll up.*

The elevator always indicates the relative position on the page of the text you see on the screen.

Try some of these scrolling techniques:

M

To move to the top of the page:

Position the arrow at the top of the elevator bar.

Press and release a mouse button.

To move to the bottom of the page:

Position the arrow at the bottom of the elevator bar.

Press and release a mouse button.

Your screen appears blank because there's no text at the bottom of the page.

To move up or down a notch:

Position the tip of the on-screen arrow on the *up* or *down elevator arrow* (the triangle symbol above or below the elevator bar).

K

To move to the first text line on the page:

Press and hold the **Ctrl** key while you press the **Home** key.

To move to the last text line on the page:

Press and hold the **Ctrl** key while you press the **End** key.

Use the elevator arrow that points in the direction you want to move the elevator.

Press and release a mouse button.

Even if you have a mouse, you can use any of the keyboard techniques.

Inserting text

First Publisher inserts the text you type at the position of the cursor. In these steps you'll insert the word **Growing** before the word **Annuals** in the title of the handout.

MK

Move back to the top of the page by pressing and holding the **Ctrl** key while pressing the **Home** key.

M

Position the mouse cursor so that it's over the left edge of the **A** in **Annuals.**

Press and release a mouse button.

The cursor moves to the position of the mouse cursor.

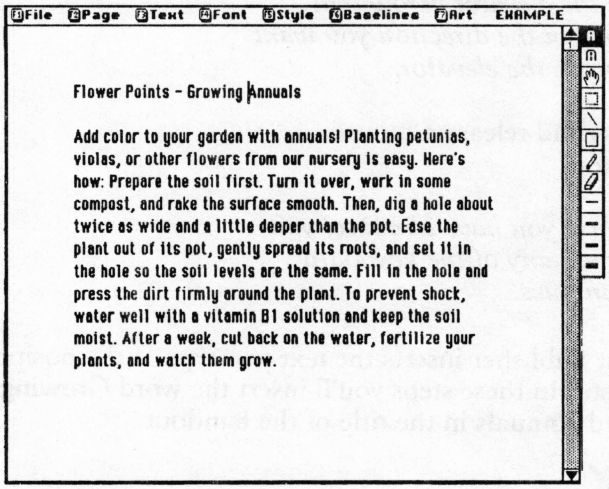
K

Hold down the **Ctrl** key and then press the **Right Arrow** key three times until your cursor is over the left edge of the **A** in **Annuals.**

MK

Type: **Growing**

Press the **Spacebar.**


File Page Text Font Style Baselines Art EXAMPLE
Flower Points - Growing Annuals
Add color to your garden with annuals! Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them grow.

Erasing text

You can erase text with either the **Del** key or the **Backspace** key.

The **Del** key erases the character (or blank space between characters) immediately to the right of the cursor.

The **Backspace** key erases the character (or blank space between characters) immediately to the left of the cursor.

Here, you'll replace the word **grow** at the end of the handout with **bloom.**

MK

Press and hold the **Ctrl** key while you press the **End** key.

The cursor moves to the end of the text.

Press the **Backspace** key until **grow** is erased.

Type: **bloom.**

Selecting text

You indicate the area of text you want to move, copy, or erase by first *selecting* or *highlighting* the area.

In the next steps, you'll select the first sentence in the handout (**Add color to your garden with annuals!**) and move it to the end.

MK

Move back to the top of the page by pressing **Ctrl** and **Home** together.

Now, you'll select the text to be moved.

M

Position the mouse cursor at the beginning of **Add** at the start of the first text line after the title.

Press and hold down a mouse button while you move the mouse cursor to the right.

Try to keep the mouse cursor on the first text line. If it slips off, just move it back. Don't release the mouse button.

When the space following the exclamation point after **annuals** is highlighted, release the mouse button.

If you release the mouse button too soon, just start selecting again. You don't need to remove the highlighting first.

K

Press the **Down Arrow** key until the cursor is at the beginning of **Add** at the start of the first text line after the title.

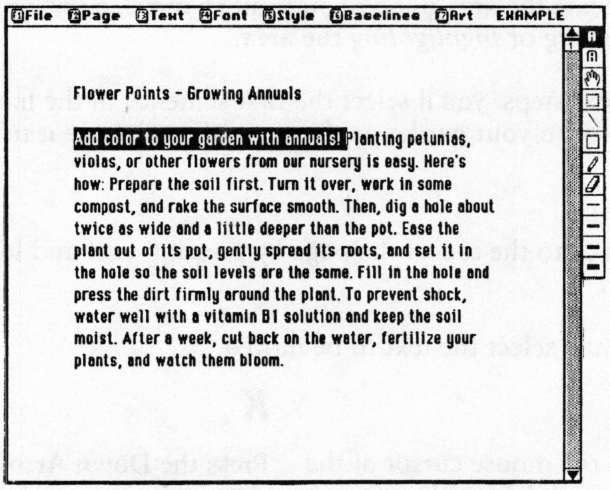
Press **F10** to indicate you want to begin selecting text.

The mouse symbol appears in the upper right corner of the screen. If you had a mouse, you'd see this symbol if you were holding down its button.

Press and hold the **Right Arrow** key until the whole first sentence and the space after the exclamation point are highlighted.

Press **F10** again to stop selecting text.

The mouse symbol disappears.


File Page Text Font Style Baselines Art EXAMPLE
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Add color to your garden with annuals! Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them bloom.

Moving or erasing selected text

Next, you'll remove the selected text from the page by pulling down the Text menu and choosing Cut.

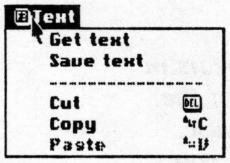
M

Click on Text in the menu bar to display the Text menu.

K

Press F3.

First Publisher displays the Text menu. Notice that the last item on it is gray, *indicating this item cannot be used now.*



M

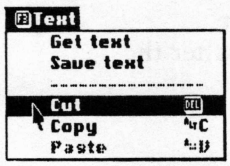
Click on Cut.

K

Press the **Down Arrow** key until Cut is highlighted.

Press the **Enter** key.

First Publisher removes the selected text from the page.



Pasting or inserting text

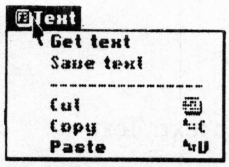
When you remove text with **Cut**, First Publisher keeps a copy of it in a temporary storage area called the *text clipboard*.

You can insert (or *paste*) the contents of the text clipboard back into the page by choosing the **Paste** item from the Text menu.

MK

Press and hold the **Ctrl** key and press the **End** key to move the cursor to the end of the handout.

Next, you'll pull down the Text menu again and select the **Paste** item.



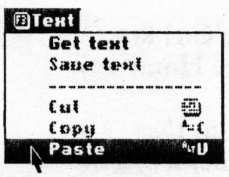
M

Click on **Text** in the menu bar to display the Text menu.

K

Press F3.

First Publisher displays the Text menu again. Notice that **Paste** *is no longer grayed, meaning that something is on the text clipboard ready to be pasted in the page. The items that are now grayed can be used only when some text on the page is selected.*



M

Click on **Paste**.

K

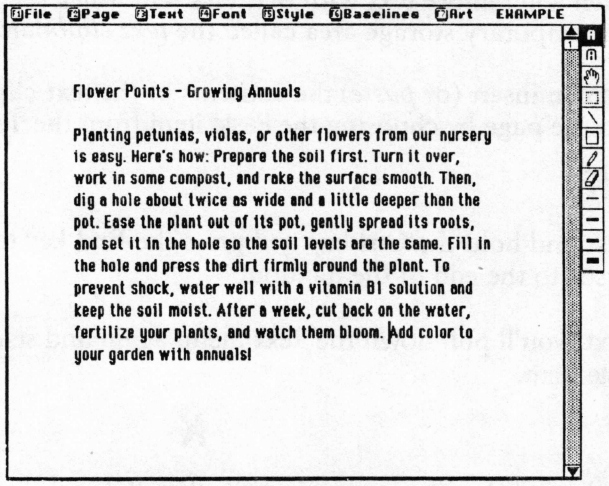
Press the **Down Arrow** key until **Paste** is highlighted.

Press the **Enter** key.

First Publisher inserts the text from the text clipboard at the position of the cursor.

MK

Press the **Spacebar** once to insert a space before the word **Add.**


File Page Text Font Style Baselines Art EXAMPLE
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them bloom. Add color to your garden with annuals!

Specifying typeface and size

First Publisher provides a variety of typefaces for your text. Text in each typeface can appear in various sizes and styles.

Here, you'll change the typeface and size of the handout's title, **Flower Points - Growing Annuals.**

M

Position the mouse cursor on the **F** in **Flower** in the handout's title.

Press and hold a mouse button while you move the mouse cursor to the right.

When the entire title is highlighted, release the mouse button.

K

Press and hold the **Ctrl** key while you press the **Home** key.

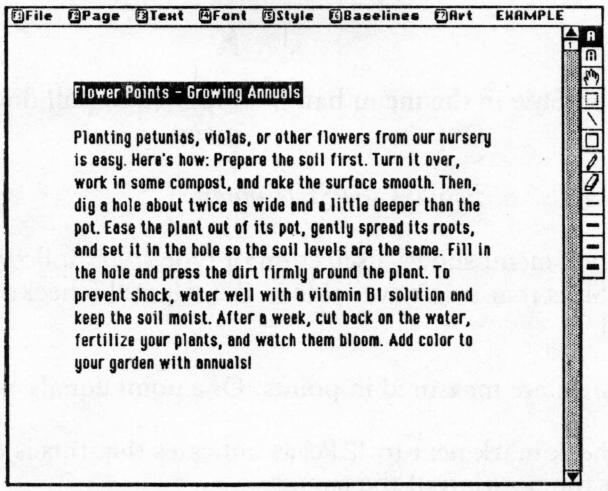
The cursor moves to the beginning of the first word in the handout's title.

Press **F10** to begin selecting text.

Press the **End** key.

First Publisher highlights the entire title.

Press **F10** again to indicate you've finished selecting text.


File Page Text Font Style Baselines Art EXAMPLE
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them bloom. Add color to your garden with annuals!

Specifying the typeface

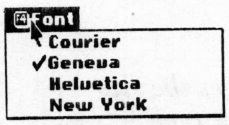
Now, you'll pull down the Font menu to see the typefaces available.

M

Click on Font in the menu bar to display the Font menu.

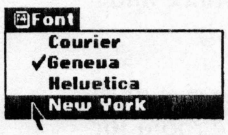
K

Press F4 to pull down the Font menu.



First Publisher displays the Font menu. The check mark *indicates that* Geneva *is the current typeface of the selected text.*

In the next steps, you'll change the title to the New York typeface.



M

Click on New York.

K

Press the **Down Arrow** key until New York is highlighted.

Press the **Enter** key.

First Publisher changes the typeface of the selected text to New York. *The title remains highlighted.*

Next, you'll change the size of the title to 18 points.

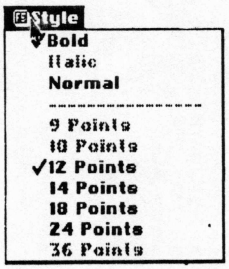
M

Click on **Style** in the menu bar.

K

Press **F5** to pull down the Style menu.

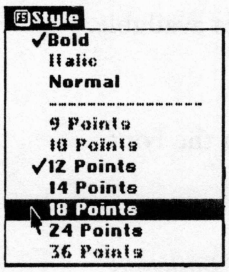
First Publisher displays the Style menu.



The Style menu shows a selection of type *styles* followed by type *sizes*. Sizes that aren't available in the selected (checked) style are grayed.

Type sizes are measured in points. One point equals 1/72 of an inch.

The check mark next to **12 Points** indicates that this is the size of the text at the position of the cursor.



M

Click on **18 Points**.

First Publisher changes the size of the title to 18 point type.

Click a mouse button to remove the highlighting.

K

Press the **Down Arrow** key until **18 Points** is highlighted.

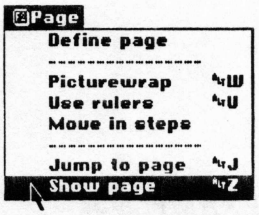
Press the **Enter** key.

First Publisher changes the size of the title to 18 point type.

To remove the highlighting, press **F10** two times, once and then again immediately.

Notice what happened to the text when you changed the size of the title from 12 to 18 points. The text moved down to make room for the larger title. In general, the space between lines expands to fit the largest sized font on the text line.

Showing the page



To get a rough idea of what the full page looks like, you can use the Show page item on the Page menu.

M

Click on Page in the menu bar to display the Page menu.

Click on Show page.

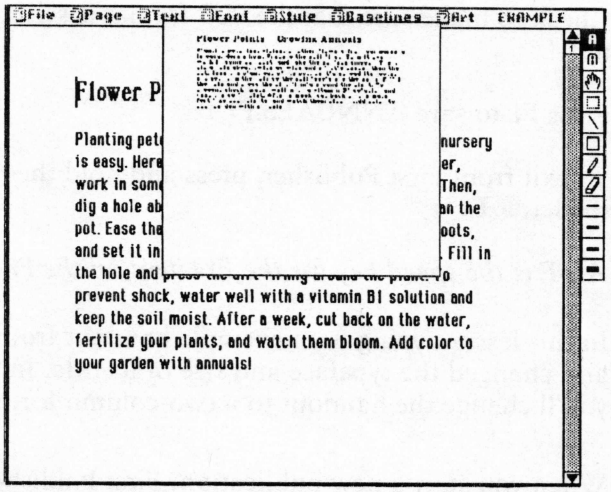
K

Press **F2** to pull down the Page menu.

Press the **Down Arrow** key until Show page is highlighted.

Press the **Enter** key.

First Publisher displays a representation of the full page showing its general layout.



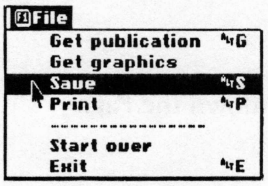
MK

Press the **Spacebar** to remove the full page view.

Saving your work

If you want to take a break and continue the Quick Tour later, you'll need to save the changes you've made to the handout. By completing the following steps, you'll save your work with the filename ANNUALS.PUB. You'll give the file a new name so that the original file, EXAMPLE.PUB, can be used again later.

If you want to continue working on the Quick Tour, skip ahead to Lesson 2.



MK

Press **F1** to pull down the File menu.

Highlight the **Save** item and press **Enter.**

First Publisher displays the Save dialog box, with EXAMPLE as the Save Filename.

Type: **annuals**

As soon as you begin typing, EXAMPLE is erased.

Check to make sure that the **PUB** format is selected. Press **F3** if it's not.

Press **F1** to save ANNUALS.PUB.

To exit from First Publisher, press and hold the **Alt** key and press the letter E.

***Alt-E** is the speed key for the **Exit** item on the File menu.*

Lesson 1 overview

In this lesson, you got an example handout from disk, edited it, and changed the typeface and size of its title. In the next lesson, you'll change the handout to a two-column format.

Lesson 2 Formatting the page

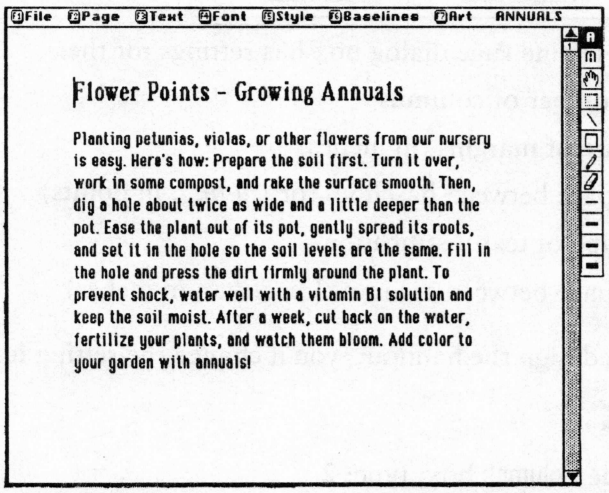
When you start a new publication, First Publisher uses a default page design with various settings for margins, spacing, and columns. With the **Define page** item on the Page menu, you can change these settings.

The Baselines menu includes items you use to adjust the position of text on a page. In First Publisher, text sits on *baselines* in much the same way handwriting sits on the lines of a ruled tablet. To shift the position of text, you adjust its baselines.

In this lesson, you'll:

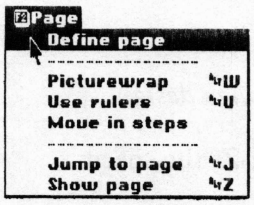
- create a two-column page design
- center the title over the columns

Start Lesson 2 with the edited Flower Points handout on the screen. (If necessary, get ANNUALS.PUB by selecting Get publication from the File menu.) Your screen should look like this:


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them bloom. Add color to your garden with annuals!

Defining the page

In the following steps, you'll create a two-column page design for the handout.



M

Click on Page in the menu bar to display the Page menu.

Click on Define page.

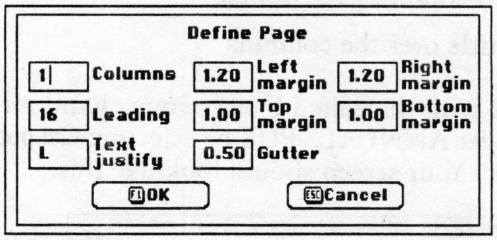
K

Press F2 to pull down the Page menu.

Press the **Down Arrow** key until Define page is highlighted and then press the **Enter** key.

From now on, we'll use the word choose *to mean highlighting a menu item and pressing the* **Enter** *key.*

First Publisher shows you the Define Page dialog box where it stores the basic design of the page.



The Define Page dialog box has settings for the:

- number of columns
- size of margins (in inches)
- space between baselines (or *leading*, in points)
- type of text justification
- space between columns (or *gutter*, in inches)

To redesign the handout, you'll change the setting for **Columns**.

MK

In the **Columns** box, type: **2**

You don't have to erase the previous setting.

Press **F1** to accept the change.

First Publisher repositions the text for a two-column page design.

If you want to see how the entire page looks, press **Alt-Z**, the speed key for **Show page** on the File menu.

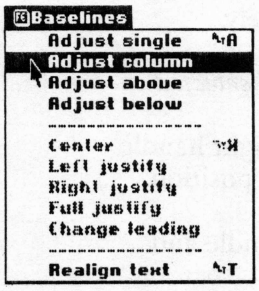
With a speed key, you can select a menu item without displaying the menu.

To remove the full page view, press the **Spacebar**.

Adjusting baselines

While the **Define page** item on the Page menu modifies the basic design of your page, you reposition a line or section of text by adjusting the baselines on which it sits. The Baselines menu has four choices that let you pick the baselines you want to adjust.

Since the title of the handout should extend across the top of the page, you'll make room for it by adjusting the entire right column downward.



M

Click on **Baselines** in the menu bar to display the Baselines menu.

Click on **Adjust column**.

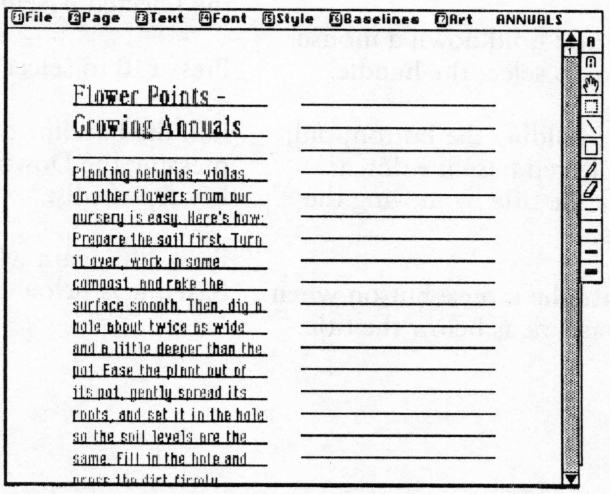
K

Press **F6** to display the Baselines menu.

Choose **Adjust column**.

First Publisher shows the baselines on the screen. Since the handout is now in a two-column page design, you see two columns of baselines.

Once baselines are displayed, you can adjust their length or move them vertically. Text appears grayed, meaning that you cannot edit it while you're adjusting the baselines.


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
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Selecting a baseline

In order to adjust a baseline, you must select it first.

M

Position the tip of the arrow on the top baseline in the right column.

Press and release a mouse button.

K

Using the **Arrow** keys, move the on-screen arrow so its tip rests on the top baseline of the right column.

Press **F10** two times, once and then again immediately.

Three handles *appear on the baseline to indicate you've selected it.*

You use the handles to adjust the baseline. The left or right handle adjusts the length; the center handle adjusts the vertical position.

Moving a column down

You'll make space for the title by selecting the center handle and moving the column down.

M

Position the arrow so its tip is resting on the center handle of the selected baseline.

Press and hold down a mouse button to select the handle.

While holding the button, pull the selected baseline down below the title by moving the mouse.

Release the mouse button when the baseline is below the title.

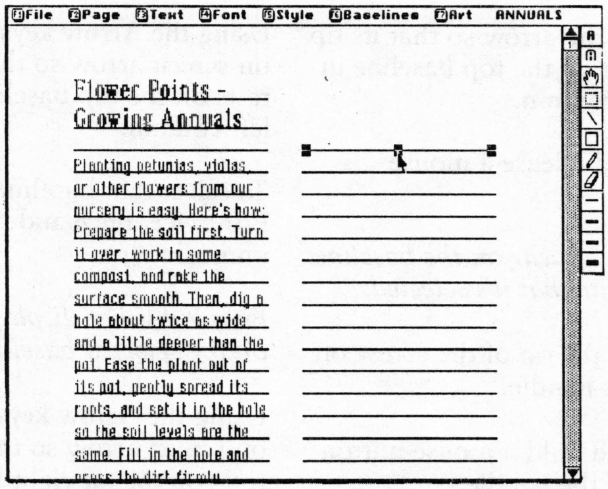
K

Using the **Arrow** keys, move the on-screen arrow so that its tip is resting on the center handle of the selected baseline.

Press **F10** to select the handle.

Pull the baseline down by pressing the **Down Arrow** key repeatedly.

Press **F10** again when the baseline is below the title.


File Page Text Font Style Baselines Art ANNUALS
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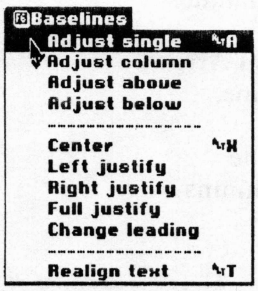
With the second column out of the way, you can stretch the title so it spans both columns.



Since you want to stretch only the title and not the entire first column, you'll adjust a single baseline by choosing **Adjust single** from the Baselines menu.

M

Click on **Baselines** in the menu bar to display the Baselines menu.

Click on **Adjust single**.

K

Press **F6** to display the Baselines menu.

Choose **Adjust single**.

Stretching a baseline

To stretch the baseline under **Flower Points** so the title will span both columns, first you'll select this baseline.

M

Position the arrow so that its tip is resting on the top baseline in the left column.

Press and release a mouse button

Handles appear on the baseline to indicate that it's selected.

Position the tip of the arrow on the right handle.

Press and hold a mouse button to select the handle.

While holding the button down, move the mouse to the right to stretch the baseline.

Release the mouse button when the baseline spans both columns.

K

Using the **Arrow** keys, move the on-screen arrow so that its tip rests on the top baseline in the left column.

To select that baseline, press **F10** twice, once and then again immediately.

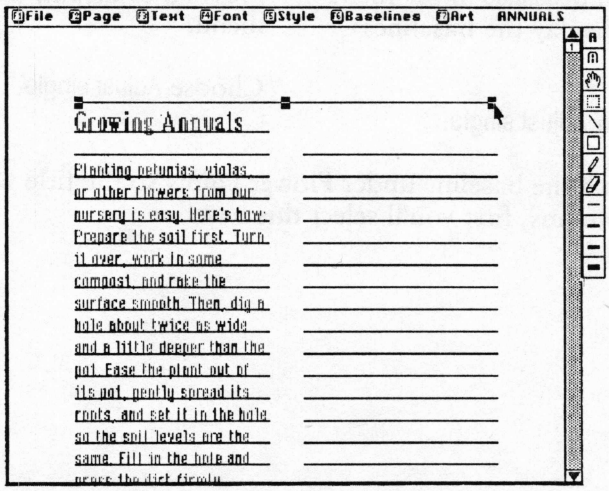
First Publisher displays handles on the selected baseline.

Using the **Arrow** keys, move the on-screen arrow so that its tip rests on the far right handle of the baseline.

Press **F10** to select the handle.

Press and hold the **Right Arrow** key to stretch the baseline.

Press **F10** again when the baseline spans both columns.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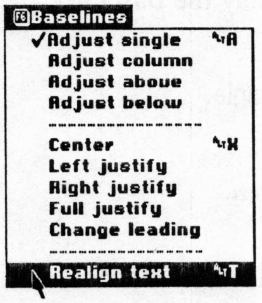
The title's baseline now extends across the page.

Realigning text

To save time, First Publisher won't *realign* (or reposition) text until you're ready. That's why the text disappeared from the baseline you adjusted.

In the next steps, you'll reposition the text to take account of the adjusted baseline.



M

Click on **Baselines** in the menu bar to display the Baselines menu.

Click on **Realign text**.

K

Press **F6** to display the Baselines menu.

Choose **Realign text**.

First Publisher repositions the text on the page to fit the new baseline.

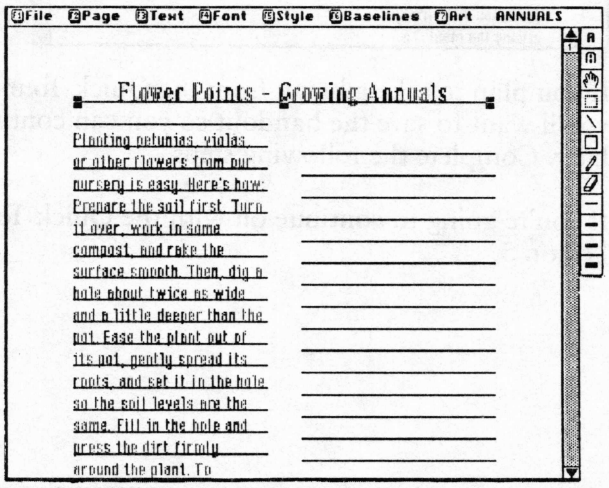
Aligning text

The Baselines menu has items that let you reposition text on a selected baseline. Since the baseline for the handout's title is already selected, you can center the handout's title just by choosing the **Center** item. To save time, you'll use the speed key for **Center**.

MK

Press: **Alt-X**

First Publisher centers the title on its baseline.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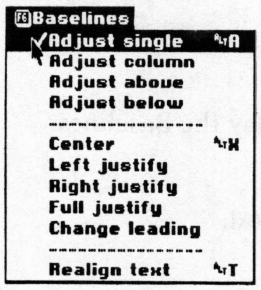
Hiding the baselines

First Publisher continues to show the baselines until you request that it hide them. To see the handout on the screen without its baselines, you'll display the Baselines menu again and choose the selected (checked) item.



M

Click on Baselines in the menu bar to display the Baselines menu.

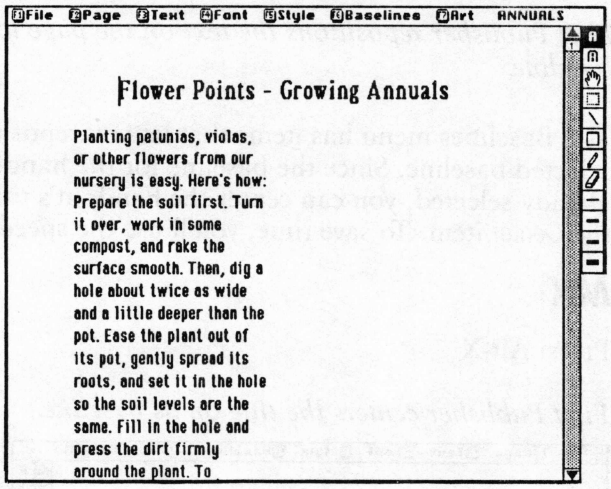
Click on Adjust single.

K

Press F6 to display the Baselines menu.

Choose Adjust single.

First Publisher removes the baselines from the screen.


File Page Text Font Style Baselines Art ANNUALS
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Saving your work

If you plan to take a break from the Quick Tour at this point, you'll want to save the handout so you can continue working on it later. Complete the following steps.

If you're going to continue on with the Quick Tour, skip ahead to Lesson 3.

MK

Press **Alt-S** to display the Save dialog box.

If you saved at the end of Lesson 1, the Save Filename is ANNUALS. If it isn't, type: **annuals.** (You don't have to erase EXAMPLE.)

Check to make sure the PUB format is selected. Press **F3** if it is not.

Press **F1** to save ANNUALS.PUB.

*If you saved ANNUALS.PUB at the end of Lesson 1, First Publisher asks if you want to replace the previous version. Press **F1** to save the current version.*

To exit from First Publisher, press and hold the **Alt** key and press the letter **E.**

***Alt-E** is the speed key for Exit on the File menu.*

Lesson 2 overview

In this lesson, you created a two-column page design for the handout, and adjusted baselines to center the title over the columns. In the next lesson, you'll add some graphic elements to the handout.

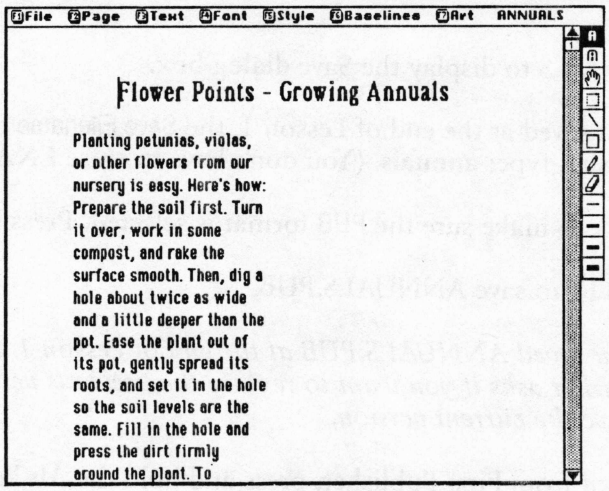
Lesson 3 Adding graphics

Now that you've practiced editing and formatting text, you're ready to try out the graphics features of First Publisher.

In this lesson, you'll:

- add a picture and wrap text around it
- duplicate and move part of the picture
- draw a line and a box on the page

Start Lesson 3 with the two-column Flower Points handout on the screen. (If necessary, get the version of ANNUALS.PUB you saved at the end of Lesson 2 by selecting Get publication from the File menu.) Your screen should look like this:


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To

First Publisher's overlays

Until now, you've worked exclusively with text, which is entered, edited, and adjusted on the *text overlay*. When working with graphics, you'll use the *graphics overlay*.

You can think of the overlays as sheets of clear plastic, one on top of the other. Text and graphics are separated on their respective overlays, but you can see both at the same time.

You use the side tools to switch between overlays.

The side tools

At the right edge of your screen, you see the *side tools*. Each one represents a different text or graphic capability.

The **A** at the top is the text tool. When it's highlighted, you're working on the text overlay.

When you choose any other tool, First Publisher automatically operates on the graphics overlay. You can move, copy, erase, edit, resize, and draw art with the graphics side tools and items on the Art menu.

Pressing F9 moves the highlight among the side tools, changing your selection. If you have a mouse, you can select a particular tool by clicking on it.

To return to the text overlay after working with graphics, select the first side tool, the letter **A** on top.

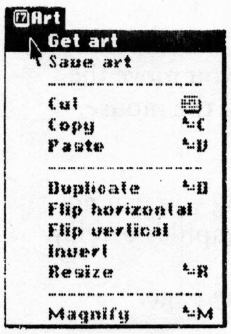
Working with art

First Publisher stores art in two types of files: those with the extension *.ART*, and those with a *.MAC* extension. Each .ART file contains a single picture; a .MAC clip art file contains lots of pictures.

In the steps that follow, you'll get a floral graphic from the Sampler Disk and paste it in the handout.

Getting an .ART file

Your first task is to get the art file, FLOWER.ART, which was created from a clip art file.



When you get an art file, First Publisher places the image on the art clipboard. The art clipboard temporarily stores graphics the way the text clipboard stores text.

M

Click on **Art** in the menu bar to display the Art menu.

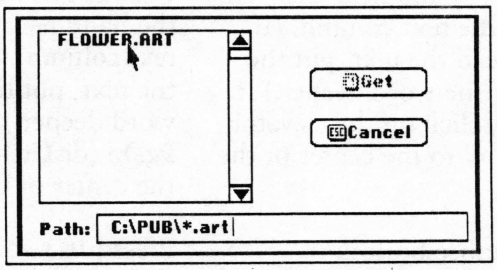
Click on **Get art**.

K

Press **F7** to display the Art menu.

Choose **Get art**.

First Publisher displays the Get Art dialog box, which lists your .ART files.



Selecting an .ART file

M

Click on FLOWER.ART.

Click on **Get**.

K

Make sure the arrow is positioned on FLOWER.ART.

Press **F10** to highlight it.

Press **F1** to select FLOWER.ART.

First Publisher highlights the hand tool *in the column of side tools and a hand appears in place of the cursor.*

When the hand tool is highlighted, the hand acts like the cursor. It shows your position on the page.

You move the hand around the page the same way you move the cursor, either by using the **Arrow** keys or by moving the mouse when no button is pressed.

Notice that the text on the page is grayed, indicating you can no longer edit it because you're now working on the graphics overlay.

Placing the art

You'll use the hand to place the floral graphic on the page.

M

Position the hand near the center of the text column. (If you can read the text, put the hand over the word **deeper**.) If necessary, click on the elevator bar to scroll to the center of the column.

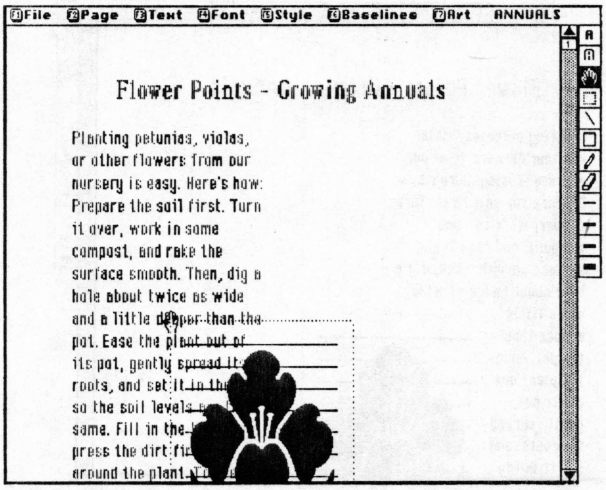
Click a mouse button.

K

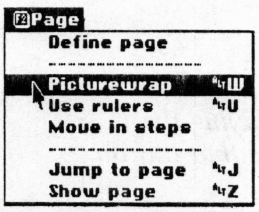
Use the **Arrow** keys to position the hand near the center of the text column. (If you can read the text, put the hand over the word **deeper**.) If necessary, press **PgDn** (or **Ctrl-PgDn**) to scroll to the center of the column.

Press **F10** two times, once and then again immediately.

First Publisher puts the flower from FLOWER.ART on the graphics overlay.


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole, press the dirt firmly around the plant.

Wrapping text around a graphic



Because text and graphics are separated on their overlays, the flower covers up some words. You'll tell First Publisher to wrap the text around the flower by selecting Picturewrap from the Page menu.

M

Click on Page in the menu bar to display the Page menu.

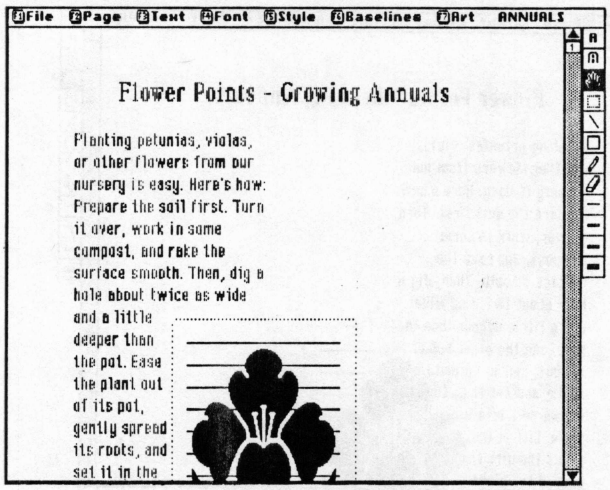
Click on Picturewrap.

K

Press F2 to display the Page menu.

Choose Picturewrap.

First Publisher takes a few seconds to wrap the text around the flower.


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
Planting petunias, violas, or other flowers from our nursery is easy. Here's how: Prepare the soil first. Turn it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the

Turning off picturewrap

You should have picturewrap on only when it's needed. Use a speed key to turn it off.

MK

Press: **Alt-W**

You can tell whether picturewrap is on or off by displaying the Page menu. A check mark next to Picturewrap *indicates that it is on.*

Editing graphics

By selecting areas on the graphics overlay and using the Cut, Copy, and Paste items on the Art menu, you can edit graphics in much the same way you do text.

With Duplicate, you can copy, move, and paste a selected area in one operation. (You can also perform other operations on graphics, which are explained in Chapter 5.)

A dotted line (like the one around the flower on your screen) surrounds a selected area on the graphics overlay. If you want to work with only a portion of a graphic, select the desired area by choosing the *selection tool* (a dotted box) from the column of side tools. When the selection tool is highlighted, the cursor becomes an arrow.

In this section, you'll duplicate the center portion of the flower and move it to the end of the handout.

Selecting an area of a graphic

As an example, here you'll select the center of the flower.

M

Click on the selection tool.

Position the tip of the arrow on the dotted line above the highest point of the flower's left petal.

Press and hold the mouse button while you move the arrow down and to the right. Keep pressing the button until the outline surrounds the entire center portion of the floral graphic.

If necessary, your screen will scroll as you move the mouse.

Release the mouse button when the lower right corner of the outline is where you want it.

If you release the mouse button too soon, click it again to remove the dotted line, reposition the arrow, and begin selecting again.

K

Press **F9** until the selection tool is highlighted.

Use the **Arrow** keys to position the tip of the on-screen arrow on the dotted line above the highest point of the flower's left petal.

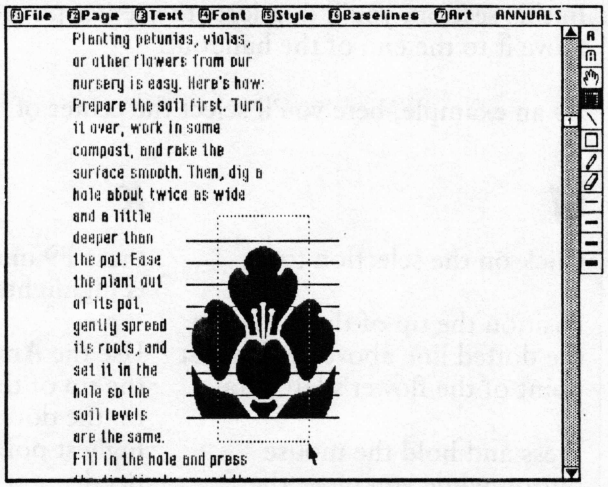
Press **F10** once to begin selecting the graphics area.

Use the **Arrow** keys to move the on-screen arrow down and to the right until the outline surrounds the center portion of the floral graphic.

If necessary, your screen will scroll as you move the arrow.

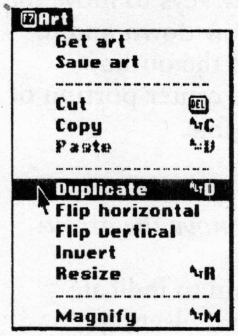
Press **F10** again to indicate you've finished selecting.

First Publisher draws a new dotted line around the area you just selected.



Duplicating the selected area

Next, you'll duplicate the area of the flower you selected and move the duplicate to the end of the handout.



M

Click on **Art** in the menu bar to display the Art menu.

Click on **Duplicate**.

K

Press **F7** to display the Art menu.

Choose **Duplicate**.

First Publisher highlights the hand tool in the column of side tools and displays a hand on the screen in place of the cursor.

Now, you'll move a duplicate of the center of the flower to the bottom of the page.

M

Press and hold down a mouse button while you move the mouse to drag the center of the flower down and to the right.

The screen scrolls automatically as necessary.

Release the mouse button when the selected area is in the right column at the end of the handout.

K

Press **F10** to indicate that you're ready to begin moving the selected area.

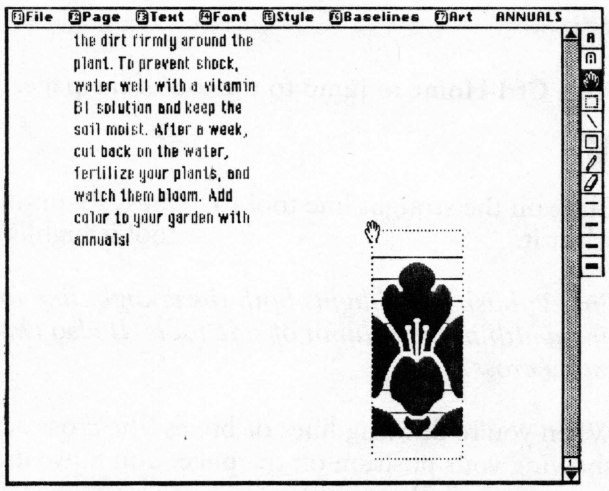
Using the **Arrow** keys, move the center of the flower down and to the right until it's positioned in the right column near the end of the handout.

The screen scrolls automatically as necessary.

If you hear a beep, release the **Arrow** *key, wait a moment, and press and hold the* **Arrow** *key again.*

Press **F10** again to stop moving the selected area.

Your screen looks like this:


File
Page
Text
Font
Style
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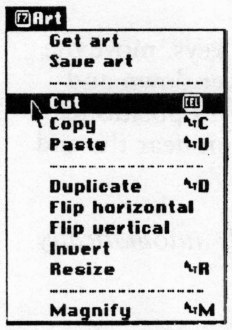
ANNUALS
the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the soil moist. After a week, cut back on the water, fertilize your plants, and watch them bloom. Add color to your garden with annuals!

Erasing graphics with Cut

You can erase a selected area of the graphics overlay using **Cut** on the Art menu. As with **Copy**, the contents of the selected area are placed on the art clipboard.



Since the center portion of the flower you copied is still selected, you can remove it from the page by choosing **Cut** from the Art menu.

M

Click on **Art** in the menu bar to display the Art menu.

Click on **Cut**.

K

Press **F7** to display the Art menu.

Choose **Cut**.

First Publisher erases the graphic in the selected area and puts it on the art clipboard.

Drawing a line

Besides art, you can put a line or box on the page. You can draw lines or boxes in one of four line widths.

In the next steps, you'll put a line under the handout's title using the *straight line tool*. It's represented by the diagonal line in the column of side tools.

MK

Press **Ctrl-Home** to jump to the top of the page.

M

Click on the straight line tool to select it.

K

Press **F9** until the straight line tool is highlighted.

First Publisher highlights both the straight line tool and the first line width in the column of side tools. It also changes the hand into a cross.

When you're drawing lines or boxes, the cross acts like the cursor, showing your position on the page. You move it around the same way you move the cursor.

To begin drawing the line:

M

Position the cross at the left edge of the page beneath the handout title.

Press and hold down a mouse button.

Move the mouse to the right, drawing the line.

Release the mouse button when the line is at the right edge of the page and appears straight.

K

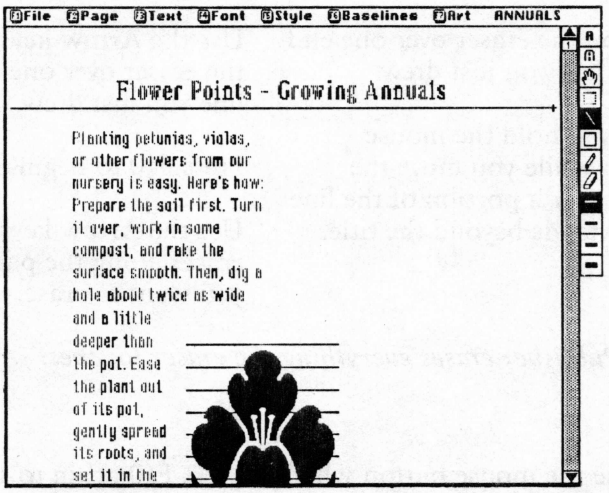
Use the **Arrow** keys to position the cross at the left edge of the page beneath the handout title.

Press **F10** once to begin drawing.

Press and hold the **Right Arrow** key until the cross is at the right edge of the page.

Press **F10** again to stop drawing.

Your screen looks like this:


File Page Text Font Style Baselines Art ANNUALS
Flower Points - Growing Annuals
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If you're not satisfied with the line you drew, you can erase it and start over. See the next section.

Erasing graphics with the eraser tool

Use the *eraser tool* to erase part of the graphics overlay more precisely than you can with the selection tool and the **Cut** item on the Art menu.

The eraser tool resembles a box. With it, you can erase anything on the graphics overlay without disturbing text on the text overlay. (The eraser tool has no effect on the text overlay.)

The line under the title might look better if it didn't extend to the edges of the page. You'll use the eraser tool to remove the parts of the line that extend beyond the title.

M

Click on the eraser tool.

K

Press **F9** until the eraser tool is highlighted.

The cross changes to an on-screen eraser, which looks like a small square and shows where erasing will occur.

M

Position the eraser over one end of the line you just drew.

Press and hold the mouse button while you move the eraser over a portion of the line that extends beyond the title.

K

Use the **Arrow keys** to position the eraser over one end of the line you just drew.

Press **F10** to begin erasing.

Use the **Arrow** keys to move the eraser along the part of the line you want to erase.

First Publisher erases everything the eraser touches.

M

Release the mouse button when you've finished erasing one end of the line.

Repeat the last three steps to erase the other end.

K

Press **F10** again to stop erasing.

Repeat the last four steps to erase the other end of the line.

Drawing a box

You can draw a box around a piece of art using the *box tool*, the solid box in the column of side tools. You'll use the cross to position the corners of a box you'll draw around the flower.

M

Click on the box tool.

Use the elevator bar to position the flower in the center of your screen.

Position the cross where you want to locate the upper left corner of the box.

Press and hold the mouse button while you move the cross down and to the right.

Release the mouse button when the cross is at the place where you want the lower right corner of the box.

K

Press **F9** until the box tool is highlighted.

Press **PgDn** (or **Ctrl-PgDn**) until the flower is centered on the screen.

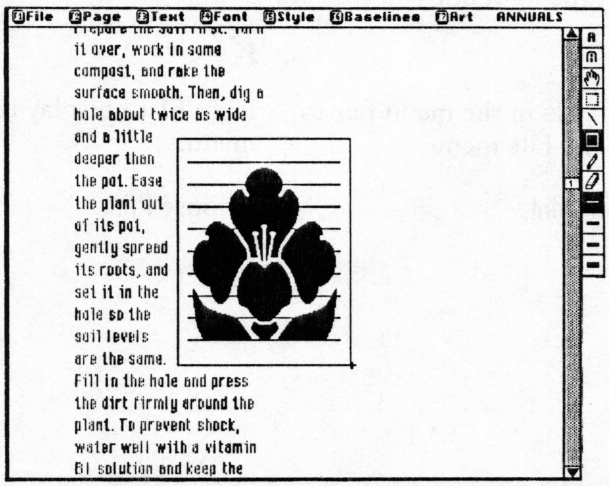
Use the **Arrow** keys to move the cross where you want to locate the upper left corner of the box.

Press **F10** once to begin drawing.

Use the **Arrow** keys to move the cross to where you want the lower right corner of the box.

Press the **F10** key again to stop drawing.

Your screen looks like this:


File
Page
Text
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Style
Baselines
Art
ANNUALS
it over, work in some compost, and rake the surface smooth. Then, dig a hole about twice as wide and a little deeper than the pot. Ease the plant out of its pot, gently spread its roots, and set it in the hole so the soil levels are the same. Fill in the hole and press the dirt firmly around the plant. To prevent shock, water well with a vitamin B1 solution and keep the

Showing the page

To get a quick idea of what the full page looks like, use the speed key for Show page.

MK

Press: **Alt-Z**

To remove the full page view, press the **Spacebar.**

Saving your work

You've almost finished the Quick Tour of First Publisher. Before you print your version of the handout, it's a good idea to save your changes.

MK

Press: **Alt-S** to display the Save dialog box.

If you've saved previously, the Save Filename is ANNUALS. If it isn't, type: **annuals.** (You don't have to erase EXAMPLE.)

Check to make sure the PUB format is selected. Press **F3** if it is not.

Press **F1** to save ANNUALS.PUB.

If you saved ANNUALS.PUB before, First Publisher asks if you want to replace the previous version. Press ***F1*** *to save the current version.*

Printing

To print the handout you created:

M

Click on File in the menu bar to display the File menu.

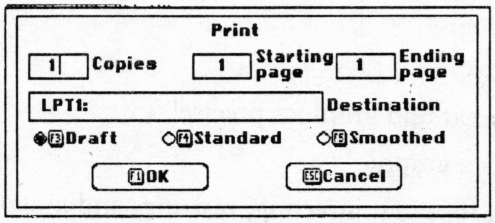
Click on Print.

K

Press **F1** to display the File menu.

Choose Print.

First Publisher displays the Print dialog box.



In the Print dialog box you can change settings for the:

- number of copies First Publisher prints
- the starting and ending page
- printer port
- print quality (Draft, Standard, and Smoothed)

If you've run the PRINTER program to select your printer and it's properly connected to your computer: Make sure your printer is ready, and then press **F1** to begin printing.

If you haven't run PRINTER or your printer isn't properly connected to your computer: Press **Esc** to cancel the printing.

Lesson 3 overview

In this lesson, you worked on the graphics overlay to add a picture to the handout. You practiced editing graphics by duplicating part of the picture and moving it to another location on the page. You erased graphics in two different ways, and drew a line and a box with the side tools.

Quick Tour overview

You've just finished learning the basics of First Publisher. With it, you can go beyond word processing to create pages that are more readable *and* more likely to be read.

What's next?

First Publisher has many features in addition to those you've practiced. The rest of this manual describes them in detail, including:

- preparing text
- positioning text and graphics precisely
- using text as a graphic
- duplicating, flipping, inverting, resizing, and magnifying graphics
- freehand drawing
- using graphics and text from other software packages
- moving fonts in and out of First Publisher

4: Preparing text

You can work with First Publisher in one of two ways. You can prepare the text and graphics before you do any layout, or you can type text and use graphics as you layout your publication.

This chapter explains how to prepare the text for a publication. It tells you how to:

- type the text with First Publisher
- use text you've already typed with another program
- edit text
- move around the page

Creating a new publication

When you first start, First Publisher places you on a blank screen. The word NEW appears in the upper right corner of the menu bar as a temporary name for the publication.

If you have been working on another publication and you want to start a new publication, use Start over from the File menu. Start over erases from the screen every page of your publication, but keeps the Define page settings and baseline changes you have made for the current page.

1. Save the current publication, if necessary.	*See the section in Chapter 2,* Saving a publication.
2. Click on File on the menu bar (press **F1**).	*First Publisher displays the File menu.*
3. Choose Start over by moving the arrow until you highlight it, then press any mouse button (use the **Down Arrow** key and press **Enter**).	*First Publisher displays a blank screen.*

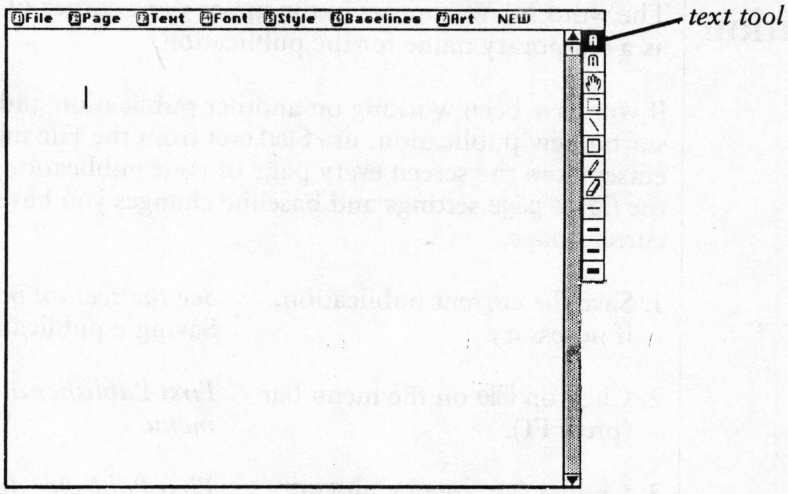
If you have just been working on a publication, First Publisher uses the Define page and baseline settings of that publication. If you want to start over with the same settings in the Define Page dialog box, but with the default baseline settings, choose Define page from the Page menu, keep the settings, and click on OK (press **F1**). First Publisher resets the baselines.

If you've changed the settings and you want to go back to the default settings for Define page, see the section *Defining the page* in Chapter 6 for which settings to use.

You can now prepare short pieces for your publication by typing directly with First Publisher (using First Publisher as a word processor). You can also get a file you have created using another word processor (this file can be longer than one page).

Typing text with First Publisher

You type text on the text overlay. First Publisher has two overlays, one for text and the other for graphics. The overlays are independent of each other. For example, what you type on the text overlay does not affect anything on the graphics overlay. First Publisher always starts on the text overlay.



You're on the text overlay when the text tool at the top of the side tools is highlighted.

The *cursor* (the thin vertical line) marks the place where the next character you type will appear. When you begin to type text, First Publisher assumes you want to start typing at the top of the page. To start text further down the page, press the **Enter** key to move the cursor downward.

You should type all of your text first, in a single column format and in a single font size. You can make design decisions about text placement and fonts when you layout a page. First Publisher starts using 12 pt. Geneva, until you change it. If you were working on another publication when you chose Start over, First Publisher uses the same font you used on the previous publication.

When you fill the entire page with text, you'll hear one or more beeps—stop typing for the moment. If you're working on text that goes on for several pages, create a new page and continue typing. See the section *Overflowed text* later in this chapter.

If you're a speedy typist, you may also hear several beeps. Stop typing when you hear the beeps—First Publisher needs to catch up with you. If you continue to type while it beeps, you may lose some characters.

After you type the text, you can save it or lay it out. See the section *Saving selected text* later in this chapter for details. See Chapter 6 if you're ready to lay out the text.

■ **If you are a seasoned typist who always types two spaces after a period, try to break that habit, as difficult as that will be. On a multi-column layout, that extra space may make a big difference in the way the page looks if you're using full justification.**

Getting existing text

You can use text that you've already typed with another word processor. If you've typed the text using PFS:First Choice, PFS:WRITE, or PFS:Professional Write, First Publisher can use the file directly.

First Publisher will keep font information, such as bold and italic, if those styles are available with the currently selected font.

To use text you've created with PFS products, follow these steps:

1. Type the text in your word processor and then save it.

   You do not need to save the file in ASCII format.

2. Start First Publisher.

3. Move the cursor to the location where you want to insert the text.

   First Publisher uses the currently selected font.

4. Choose **Get text** from the Text menu.

The dialog box lists only those files with the extension .TXT. If you get the message that the file wasn't found, First Publisher can't find a file with the extension .TXT. To see all the files in the current directory, backspace over *.TXT, *type:* ***.***, *and press* **Enter.**

5. Choose the file you want by moving the arrow to the file and pressing any mouse button. (Press **F10** twice to highlight the file.)

You could also type the name of the file you want or change to a different directory or disk by changing the information in the Path box.

6. Click on **Get** to get the highlighted file. (Press **F1** to get the highlighted file.)

First Publisher places the text at the cursor position.

ASCII files

If you've used another word processor to type the text, you need to save the file as an ASCII file first. See the manual that came with the word processor for information on saving the file in ASCII format, and save the file with the extension .TXT.

When you type your text with the word processor, you should be aware of how First Publisher will treat carriage returns (that is, what happens when you press the Enter key). In the following table, [**CR**] represents one carriage return, and [**space**] represents pressing the **Spacebar** once.

If you type	**First Publisher**
[CR] [CR]	starts a new paragraph and adds a blank line
[CR]	treats it as a space and wraps the following text
[CR] [space]	starts a new paragraph and does not add a blank line

To get an ASCII file, follow these steps:

1. Position the cursor at the location where you want the text to go.

   First Publisher uses the currently selected font.

2. Choose **Get text** from the Text menu.

   First Publisher displays a dialog box, listing the files in the current directory or data disk with the extension .TXT. If you get the message that the file doesn't exist, First Publisher can't find a file with the extension .TXT. To see all the files in the current directory, backspace over *.TXT, *type:* *.*, *and press* **Enter.**

3. Choose the file you want by moving the arrow to the file and pressing any mouse button. (Press **F10** twice to highlight the file.)

   You could also type the filename you want or change to a different directory or disk by changing the information in the **Path** *box.*

4. Click on **Get** to get the highlighted file. (Press **F1** to get the highlighted file.)

   First Publisher places the text using the currently selected font.

■ **If the text file fills up more than one page, First Publisher automatically makes new pages for you and places the text there. If subsequent pages already exist, First Publisher inserts new pages before the existing pages.**

On a two-drive, 5¼ inch system, First Publisher uses the free space on the disk in drive B for a work file, which determines the size of your publication. You can increase the size of the work file by having more free space on the Fonts Disk. To do this, copy FP.OVL to a new disk. Then, use FONTMOVE (see Appendix C) to create a MASTER.FNT file on the new disk and copy only the fonts you need. Use the new disk as your Fonts Disk and you will be able to work with larger publications.

Editing text

First Publisher allows you to do many of the text-editing tasks that you can do with your word processor. You can insert, erase, copy, and move text, and you can move quickly around the page.

Moving around

You can move around the page using the keyboard or the mouse. You can use the keystrokes even if you have a mouse, and in some cases, using the keystrokes is more efficient.

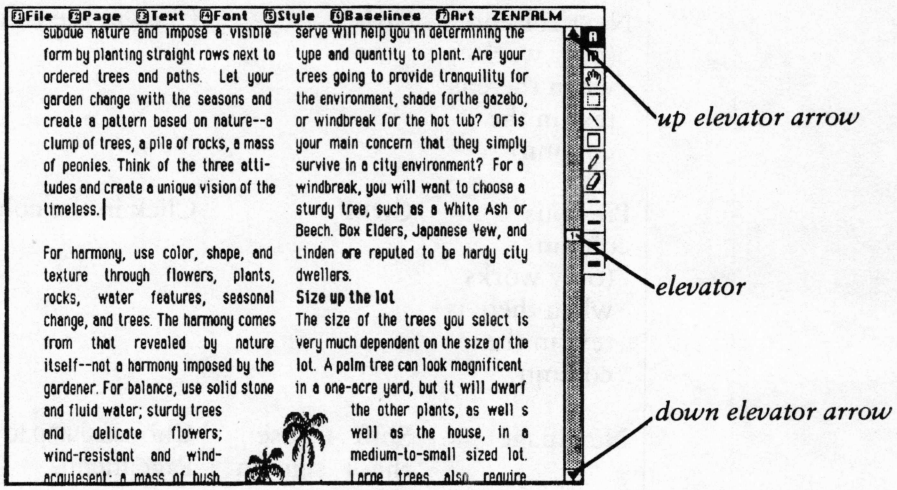
To move to the	With keyboard	With mouse
End of current line	**End**	Position the mouse cursor to the right of the last word on the line. Click a mouse button.
Beginning of current line	**Home**	Position the mouse cursor on the first letter in the first word on the line. Click a mouse button.
End of last text on a page	**Ctrl-End**	Position the arrow at the bottom of the elevator bar. Click a mouse button. If your screen appears blank, you have moved down too far. Click the mouse button after the last character to move to the new location.
Beginning of page	**Ctrl-Home**	Position the arrow at the top of the elevator bar. Click a mouse button. Click the mouse button before the first character to move to the new location.
Next word	**Ctrl-Right arrow**	Position the mouse cursor on the first character of the word to the right. Click a mouse button.
Previous word	**Ctrl-Left arrow**	Position the mouse cursor on the first letter of the word to the left. Click a mouse button.

Next column (only works when there is text in the column)	**Ctrl-N**	Click in the column.
Previous column (only works when there is text in the column)	**Ctrl-P**	Click in the column.
Next page	**Shift +** (use the **+** sign on the numeric keypad)	Choose Jump to page from the Page menu.
Previous page	**Shift –** (use the **–** sign on the numeric keypad)	Choose Jump to page from the Page menu.

Moving through the page

Although your screen shows only part of a page at a time, you can display a different part by scrolling the page through the screen. (With a Hercules or EGA card, one screen is equal to half a page. With a CGA card, one screen is equal to a quarter page.)

You can scroll the page using the elevator bar. The box (the elevator) in the elevator bar shows your relative position on the page. For example, if the elevator is in the middle of the bar, you are in the middle of your page.


File Page Text Font Style Baselines Art ZENPALM
subdue nature and impose a visible form by planting straight rows next to ordered trees and paths. Let your garden change with the seasons and create a pattern based on nature--a clump of trees, a pile of rocks, a mass of peonies. Think of the three attitudes and create a unique vision of the timeless.
For harmony, use color, shape, and texture through flowers, plants, rocks, water features, seasonal change, and trees. The harmony comes from that revealed by nature itself--not a harmony imposed by the gardener. For balance, use solid stone and fluid water; sturdy trees and delicate flowers; wind-resistant and wind-acquiesent; a mass of bush
serve will help you in determining the type and quantity to plant. Are your trees going to provide tranquility for the environment, shade forthe gazebo, or windbreak for the hot tub? Or is your main concern that they simply survive in a city environment? For a windbreak, you will want to choose a sturdy tree, such as a White Ash or Beech. Box Elders, Japanese Yew, and Linden are reputed to be hardy city dwellers.
Size up the lot
The size of the trees you select is very much dependent on the size of the lot. A palm tree can look magnificent in a one-acre yard, but it will dwarf the other plants, as well s well as the house, in a medium-to-small sized lot. Large trees also require
up elevator arrow
elevator
down elevator arrow

With a mouse, move the mouse cursor to the part of the elevator bar relative to where you want to be on the page. The mouse cursor turns into an arrow while in the elevator bar. Click a mouse button to jump to the new viewing position on the current page. Notice that the elevator in the elevator bar has moved accordingly. To scroll one line at a time, click on the up or down elevator arrows.

With the keyboard, you can move one screen at a time when there is text on the screen. To move up, press **PgUp**. To move down, press **PgDn**. You can also move more slowly— press and hold down the **Ctrl** key while pressing **PgDn**. The display moves down a notch. To move back up, press **Ctrl-PgUp**.

Inserting text

Whenever you type text between existing text, First Publisher inserts the text, moving words to the right and down to make room. However, after each word you type, First Publisher realigns all the text below the cursor and this takes time. To speed up inserting, you can switch to the insert mode.

1. Position the cursor at the point where you want to start inserting text.

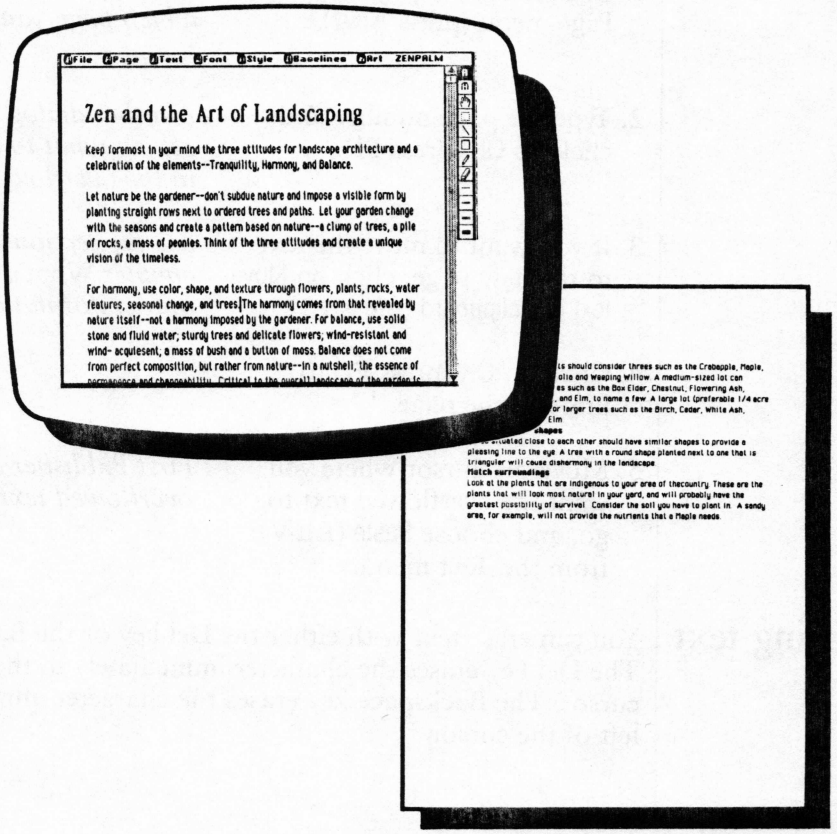
2. Press the **Ins** key.

A small INS symbol appears at the top right of the screen, letting you know you are in insert mode.

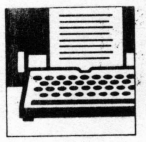
After pressing **Ins**, all the text *after* the cursor disappears temporarily. Adding or removing text now becomes faster. When you have finished editing, press the **Ins** key again and the temporarily stored text reappears on the page.

Overflowed text

Each page can hold up to 5,000 characters and First Publisher beeps when you fill the page. If you insert a lot of text that pushes existing text off the page, First Publisher puts the leftover text in an overflow area. You can't see the text in the overflow area, but it is always associated with that page—you won't lose it.


File Page Text Font Style Baselines Art ZENPALM
Zen and the Art of Landscaping
Keep foremost in your mind the three attitudes for landscape architecture and a celebration of the elements--Tranquility, Harmony, and Balance.
Let nature be the gardener--don't subdue nature and impose a visible form by planting straight rows next to ordered trees and paths. Let your garden change with the seasons and create a pattern based on nature--a clump of trees, a pile of rocks, a mass of peonies. Think of the three attitudes and create a unique vision of the timeless.
For harmony, use color, shape, and texture through flowers, plants, rocks, water features, seasonal change, and trees. The harmony comes from that revealed by nature itself--not a harmony imposed by the gardener. For balance, use solid stone and fluid water; sturdy trees and delicate flowers; wind-resistant and wind- acquiesent, a mass of bush and a button of moss. Balance does not come from perfect composition, but rather from nature--in a nutshell, the essence of

First Publisher uses an overflow area to store text that gets pushed off a page when you type more text than can fit on the page.



To see if you have text in the overflow area, press **Ctrl-F1**. First Publisher displays a status box telling you how many characters you have in the overflow area for this page. You have three choices:

- keep the text in the overflow area—it will remain with the page, but will not print
- edit the text you can see on the page (remove words, change to smaller font sizes, or change leading for specific lines) until the overflowed text reappears and the overflow area is empty
- move the text to another page

To move the text to another page, you first create a new page or get an existing page:

1. Choose Jump to page from the Page menu (press **Alt-J**).	*A dialog box appears asking which page you want to jump to.*
2. Type the page number and click on OK (press **F1**).	*Another dialog box appears asking what to do with the text in the overflow area.*
3. If you want to move the text to the new page, click on Move text into clipboard (press **F3**).	*See the section later in this chapter* What's a clipboard? *for more information.*
4. Click on OK (press **F1**) to jump to the page.	
5. Move the cursor where you want the overflowed text to go, and choose Paste (**Alt-V**) from the Text menu.	*First Publisher inserts the overflowed text.*

Erasing text

You can erase text with either the **Del** key or the **Backspace** key. The **Del** key erases the character immediately to the right of the cursor. The **Backspace** key erases the character immediately to the left of the cursor.

To erase the screen to start a new publication, choose **Start over** from the File menu. This erases the text and graphics from every page of the publication you are working on, but keeps the settings on the Define Page dialog box, the baseline adjustments, and the font choices of the current page. If you have made changes to the publication, a Save dialog box appears where you can save the publication before erasing it.

To erase blocks of text, see the section *Erasing selected text* later in this chapter.

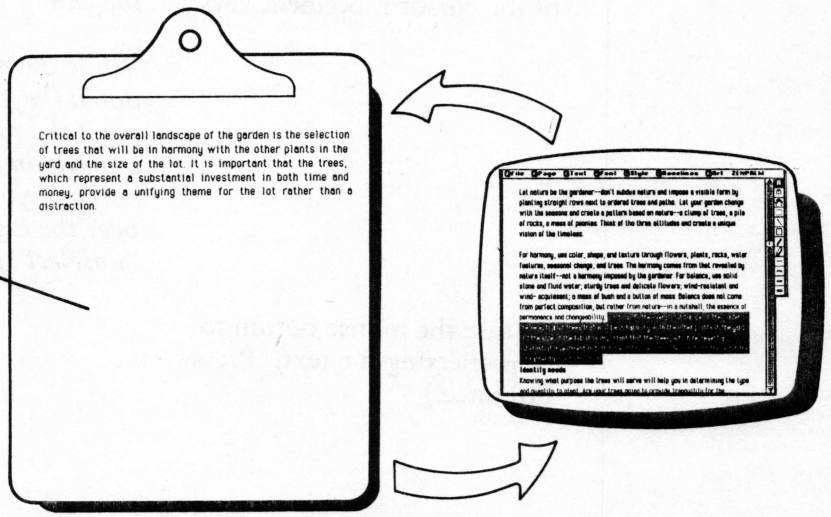
Block editing

You can make a section—or block—of text into a unit by selecting it. Then First Publisher lets you move, copy, remove, save, or change everything in the block at once.

You must identify the block of text before you can do block editing. (You may notice if you pull down the Text menu, some menu items are gray—after you select a block of text, those menu items become available.)

What's a clipboard?

After you select a block of text and choose **Cut** or **Copy** from the Text menu, First Publisher puts the text aside in an area called the text clipboard. The text remains on the clipboard until you decide what to do with it.


Critical to the overall landscape of the garden is the selection of trees that will be in harmony with the other plants in the yard and the size of the lot. It is important that the trees, which represent a substantial investment in both time and money, provide a unifying theme for the lot rather than a distraction.

*After you select the text and choose **Cut** or **Copy**, First Publisher places the text on the text clipboard.*

text clipboard

The maximum number of characters the text clipboard can hold is 5,000, which is about one page full.

The block of text stays on the text clipboard until you:

- put something else on it (by choosing **Cut** or **Copy**)
- leave First Publisher

Text on the clipboard remains there even if you go to a different page or start a new publication.

■ **Selecting a block of text and choosing Cut or Copy destroys any text currently on the clipboard.**

Selecting text

To select a block of text, follow these steps:

1. Position the cursor at the beginning of the text you want to select.

2. While holding down a mouse button, drag the mouse until the entire block you want is highlighted. (Press **F10** once and move the cursor using any of the cursor movement keys.)

   If you use the keyboard and move the highlight beyond the screen boundary, the display scrolls one line at a time. Pressing ***Ctrl-End*** *takes you to the end of the text on the page.*

   While the mouse button is still down (keyboard users check to see if the mouse symbol appears in the upper right corner), you can move back up over the highlighted block to "unselect" part of it.

3. Release the mouse button to stop selecting the text. (Press **F10** once.)

Once you've selected the block of text, you can erase it, move it, duplicate it, save it, and change its font, size, or style.

To "unselect" the whole block of text, click a mouse button (press **F10** twice).

Erasing selected text

You erase selected text when you want to remove the text permanently or when you want to move the selected text. To erase the text:

1. First select the text.

2. Choose **Cut** from the Text menu (press **Del**).

First Publisher removes the text from the page and places it on the text clipboard, replacing any text that may have been there. First Publisher adjusts the text remaining on the page.

If you're moving the text (or want to get it back), see the section *Pasting or inserting selected text.*

Copying selected text

You can duplicate a block of text, which you can then paste somewhere else in the same publication or in a different publication. For example, suppose you created a multi-page newsletter with the issue number and date on each page. You could copy that information to the text clipboard and paste it on each page.

To copy the text, follow these steps:

1. First select the text.

2. Choose **Copy** from the Text menu (press **Alt-C**).

First Publisher makes an exact copy (including font information) of the selected text and puts the copy on the text clipboard, replacing any text which may have been there.

You can now paste what's on the text clipboard somewhere in the same publication, or in a new publication. The block of text stays on the clipboard until you put another block of text on it. See the next section for steps on pasting the text.

Pasting or inserting selected text

You can place the text that's on the clipboard (text that you've cut or copied) anywhere on the current page. To paste the selected text:

1. Position the cursor where you want the text to go.

2. Choose **Paste** from the Text menu (press **Alt-V**).

First Publisher inserts a copy of the text from the clipboard and redraws the page. A copy of the text still remains on the clipboard, until you cut or copy something else.

If the **Paste** menu item is gray, your clipboard is empty.

When you paste the text from the clipboard, First Publisher keeps the font information, but changes the text to fit the page format. For example, if you select text formatted for a two column page and paste it into a page set for one column, First Publisher re-formats the text to fit in one column. If you select text formatted for one column, you can paste it into a page formatted for two columns—First Publisher re-formats the text to fit in two columns.

If after pasting the block of text, existing text gets moved off the page, First Publisher puts the leftover text in an overflow area. You can't see the text in the overflow area, but it stays with that page—you won't lose it. To see if you have text in the overflow area, press **Ctrl-F1**. See the section *Overflowed text* earlier in this chapter.

Saving selected text

After you type some text (a full page or just a few lines), you can save it as one block. You use **Save text** to save it in ASCII format. This means that only the characters are saved—not the font or style. The maximum number of characters you can save is 5,000 (about one page).

1. First select the text.

2. Choose **Save text** from the Text menu.

   First Publisher displays a dialog box asking you to name the text file. **Save text** *does not affect what's on the clipboard.*

   When you use **Save text**, *you save only the text. Font changes, such as bold or italic, are not saved with the text.*

3. Type a name for the file and click on **OK** (press **F1**).

   First Publisher will automatically include the extension .TXT in the filename for you. The text will still be selected after it is saved. You can remove it by choosing **Cut** *if you want to clear the page to start typing something else. Otherwise, unselect the text by clicking a mouse button in the page (press* **F10** *twice).*

You can get the text later by choosing **Get text** from the Text menu. First Publisher places the text at the position of the cursor and uses the currently selected font.

Saving text in small chunks like this is useful for creating several short articles for a newsletter. Or, suppose you published a newsletter announcing an upcoming event and you also wanted to create a flyer announcing the same event. You could copy the text from the newsletter, save it, and start a new publication to create the flyer.

What's next?

You're now ready to prepare your art or layout your publication.

- Read Chapter 5 if you want to create some images or graphics text.
- Read Chapter 6 if you're ready to layout your text.

5: Preparing graphics

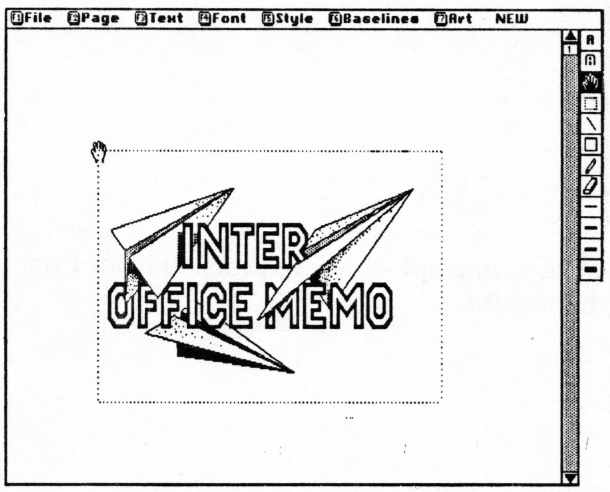
First Publisher gives you several ways of enhancing your pages with graphics. You add the graphics as you lay out your pages. This chapter covers how to:

- work with the graphics tools
- create a graphic with text (such as newsletter titles)
- get and place images
- use images from clip art collections and paint programs
- edit images using the eraser and magnifier
- move, resize, and remove images
- draw lines and boxes

It's a good idea to prepare all the images you want to use in your publication before you do your layout.

The graphics overlay

Whenever you work with graphics, you work on the graphics overlay. First Publisher has two overlays, one for text and the other for graphics. The overlays are independent of each other, for example, what you do on the graphics overlay does not affect anything on the text overlay. You switch between the two overlays by selecting one of the side tools, or choosing an item from the Art menu.



You create and edit images on the graphics overlay.

Side tools

Each side tool represents a different text or graphic capability. You can cycle through these tools by positioning the mouse cursor on a particular tool and clicking. (Press **F9** to cycle through the side tools. **Shift-F9** moves back to the top text tool.)

The **A** at the top of the screen on the right side signifies the text tool. When it is highlighted, you are on the text overlay. If you are starting a new publication or resuming work on an existing publication, First Publisher starts you on the text overlay.

When you choose any other side tool, you switch to the graphics overlay. Once on the graphics overlay, you can move, copy, edit, erase, and draw images. To let you know that you are using the graphics overlay, First Publisher grays the text on the text overlay. You can always get back to the text overlay by selecting the top text tool. (**Shift-F9** gets you there quickly.)

Choosing one of these tools places you on the graphics overlay.

You work with graphics using the menu items from the Art menu and the side tools.

Working with graphics files

First Publisher works with its own graphics files and files created with other programs (such as PC Paintbrush or clip art collections).

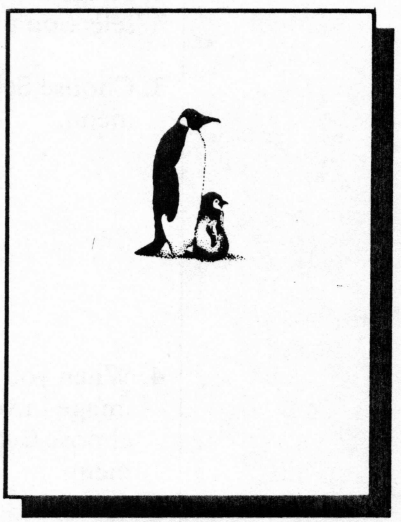
Art created with First Publisher has the extension .ART. .ART files can be:

- a single image that you have cut from a page full of images (called art pages or clip art)
- art you've created using the side tools

First Publisher art pages have the extension MAC. A MAC file contains a page of art including one or more images. See the art pages on the Sampler Disk included with this package.

You can create an art image by cutting it from a page full of art images.

art page (.MAC file)



art image (.ART file)

You use different menu items to get each type of file:

To get	Choose
.MAC	Get graphics from the File menu
.ART	Get art from the Art menu

Creating .ART files

There are two ways to create .ART files. You can draw or create an image (such as a box or title) using the side tools, select it, and then save it using **Save art** from the Art menu. You could also clip an image from an art page and save it as a separate art file. Each type is covered in the following sections.

Creating your own art

To create your own art file:

1. Use the side tools (such as the graphics text tool or the pencil, box, and line drawing tools) to create the image.

   See the sections on these tools later in this chapter.

2. Select the image using the selection tool.

   See Selecting images *later in this chapter.*

3. Choose **Save art** from the Art menu.

   Give the image a name; First Publisher automatically adds the extension .ART for you.

   The image is still selected—you can choose **Cut** *(**Alt-C**) to remove the image from the screen if you want.*

4. When you want to place the image in your publication, choose **Get art** from the Art menu.

   The hand tool appears, attached to the top left corner of the image.

5. Position the hand tool where you want the image to go—holding down a mouse button as you move the mouse displays the image. (Press **F10** once and move using the **Arrow** keys).

6. Release the mouse button to place the image (press **F10**).

Creating an image from a .MAC file

To create an .ART file from an art page, first you get the .MAC file containing the art page and then clip the image you want from it.

1. Find the name of the art page containing the image you want to use.

   Appendix D shows the images available on the Sampler Disk.

2. If you have two diskette drives, place the disk containing the art page in drive A if you have 5¼ inch disks, or in drive B if you have 3½ inch disks.

   Switch to that drive, if necessary, by typing: ***A:*** *or* ***B:*** *in the* **Path** *box and pressing* **Enter**.

3. Choose **Get graphics** from the File menu.

   If you have a hard disk, switch to the directory where you have the art page by typing: ***C:*** *followed by the directory name in the* **Path** *box. To see only those files with the extension .MAC, type:* ****.MAC*** *after the directory name and press* **Enter**.

4. Move the arrow to the file you want and click a mouse button to highlight the file (press **F10** twice to highlight the file).

5. Click on **Get** (press **F1**) to display the art page on the screen.

   First Publisher displays the art page on the screen with the selection tool already highlighted.

Clipping an image

Once the art page is on the screen, scroll through the page by clicking in the elevator bar (use **PgUp** or **PgDn**) looking for the image you want. You can choose Show page (**Alt-Z**) from the Page menu to get a rough idea where the image is on the page. Press **Alt-Z** to remove the full page. When you see the image you want:

1. If the selection tool (the dotted box beneath the hand tool) is not highlighted, select it by clicking on it (press **F9** until it is highlighted).

   You select an image by drawing a selection box around it.

2. Move the mouse to position the cursor at one corner of the image (use the **Arrow** keys to move the cursor).

3. While holding down a mouse button, drag the mouse to move the cursor to the opposite corner of the image. (Press **F10** once and use the **Arrow** keys to draw the sides of the selection box. If you hear beeps as you move the cursor, release the **Arrow** key— First Publisher needs to catch up. Continue when First Publisher stops drawing the box.)

   As you move, First Publisher draws a box around the image and scrolls the screen, if necessary. Don't worry if you include pieces of other images—you can erase them after you place the image in the publication.

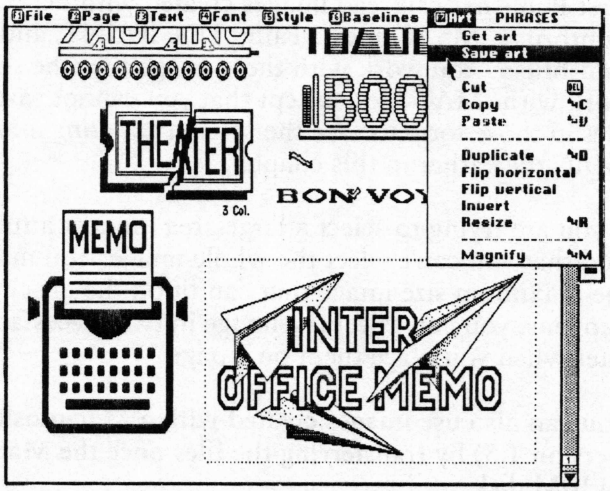
4. Release the mouse button to select the image (press **F10** once.)

   The image flashes once and the selection box becomes a dotted outline.

5. Choose Save art from the Art menu and give the art a name. Change the Path, if necessary.

   First Publisher adds the extension .ART for you.

Once you select an image from an art page, you can save it to use in your publication.



6. Click on **OK** (press **F1**) to save the art.

*Choosing **No** or **Cancel** takes you back to the art page without saving the selected image.*

After you save the art, the image is still selected. You can select another image, get another graphics file, or get a publication to work on. You don't have to unselect the image to continue.

When you are working on a publication, you can use **Get art** from the Art menu to get the image to place it on a page. Once you get an image and place it on a page, you can use any of the side tools to modify it.

■ **As soon as you get the .MAC file, First Publisher creates a new file with the extension .PUB to protect the original .MAC file. Any changes you make to the art page on the screen will not affect the original .MAC file, and you can treat it as you would any .PUB file.**

Using other graphics files

First Publisher can read images created with PC PaintPlus, PC Paintbrush, MS Windows Paint, LOGIPAINT, and Publisher's Paintbrush. You work with these image files the same way you work with .MAC files, except that you cannot save First Publisher files in those formats. See the section *Creating an image from a .MAC file* earlier in this chapter.

If you are trying to select a large area (almost a full page), you may find that you can't select the whole image. You may have reached the maximum size image that can fit on the art clipboard. If this happens, you can select the image in two pieces and combine them later when you place them on a page.

■ **You can also use images created with a Macintosh and MacPaint (version 1.5) by transferring the files once the Macintosh file is on an IBM disk.**

Getting art

Once you create an .ART file, you place it in a publication by choosing Get art from the Art menu.

1. Get the publication you want to work on.

2. Choose Get art from the Art menu.

   First Publisher displays the directory box listing all the files with the extension .ART.

3. Move the arrow to the .ART file you want and click a mouse button (press **F10** twice) to highlight it. Then, click on Get (press **F1**).

   First Publisher moves to the graphics overlay and the hand tool appears on the screen.

4. Drag the mouse to move the hand tool to where you want the image to go. (Use the **Arrow** keys to move the hand tool.)

   Holding down a mouse button as you move displays the image.

5. Click a mouse button to place the image (press **F10** twice).

If you've been holding down the mouse button, release it to place the image.

If you place the image over text, choose **Picturewrap** from the Page menu while the image is still selected. See the section *Running text around an image* in Chapter 6.

Using text as a graphic

If you want to type text while you're on the graphics overlay, select the graphics text tool (the second **A** in the side tools). When you type using the graphics text tool, you are actually creating pictures of letters or numbers on the screen. Graphics text is useful for creating text items you want to use more than once. For example, you could use graphics text in a banner style headline combining a newsletter name and company logo. You could then use that image over and over again with each issue of the newsletter.

To select the graphics text tool, follow these steps:

1. Move the mouse cursor to the graphics text tool, the second **A** on the side tools and click a mouse button to select it. (Press **F9** until you highlight the second **A**.)

The text on the text overlay, if any, becomes gray and will not be affected by anything you do.

2. Position the arrow where you want to start typing the graphics text and click a button. (Use **Arrow** keys and press **F10** twice. If you hold down an **Arrow** key, the movement speeds up.)

3. Select the typeface, style, and size from the Font and Style menus.

4. Type the text.

You can type over the grayed text on the text overlay. If you don't want the text to overlap, you can adjust the position when you layout the page—see Chapter 6.

Editing graphics text

You edit text typed on the graphics overlay differently from text typed on the text overlay. The following list describes how graphics text works:

- Placed on the page by typing while the graphics text tool is selected, or by using Get art from the Art menu.
- Can be located anywhere on the page, for example, outside the main text area.
- Can't be aligned using items on the Baselines menu. Can be moved like any piece of art, however.
- Selected by drawing a selection box around the image.
- Erased with the eraser tool or by using Cut from the Art menu.
- Backspace key cannot erase text after you move the cursor elsewhere on the page.
- New text cannot be inserted within existing text or graphics.
- Specify typeface, size, and style only before typing new text.
- Words cannot wrap automatically to a second line.

Using graphics text

Use graphics text to create banner-type titles, captions, page numbers, or headers and footers. You type the text using graphics text and save it as a piece of art. Then you can place it on the page where you want it to go.

To create graphics text:

1. Select the graphics text tool.

2. Position the cursor by clicking on the location (move the arrow and press **F10** twice).

3. Select the typeface, style, and size from the Font and Style menus.

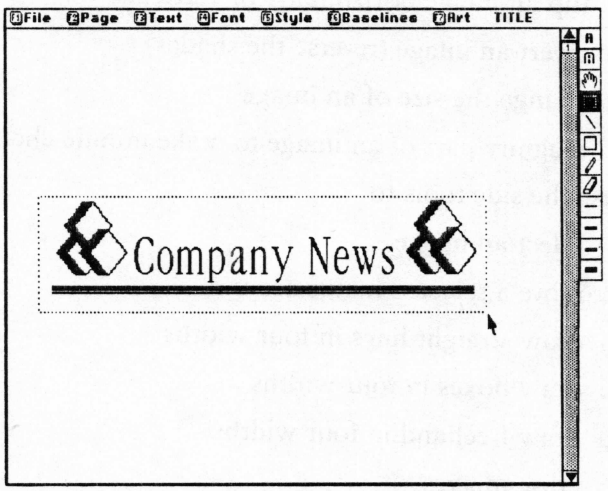
See Appendix C for illustrations of the different fonts.

4. Type the text.

5. Using the selection tool, draw a selection box around the graphics text.

See the next section for details.

Combine text and graphics to create headlines and titles.



6. Choose **Save art** from the Art menu.

7. Give the art a name and click on **OK** (press **F1**).

*The text is still selected after you save it. You could remove the art from the page by choosing **Cut** from the Art menu. Or you could leave it on the page and select something else.*

Each time you want to place the piece of graphics text, use **Get art** from the Art menu. See the section *Getting art* for more information.

- **Graphics text works like an image. You can use Magnify to edit it, or Resize to change the size. You can also change the font while you type the text, for example, the first letter of a word could be in a different point size.**

Editing images

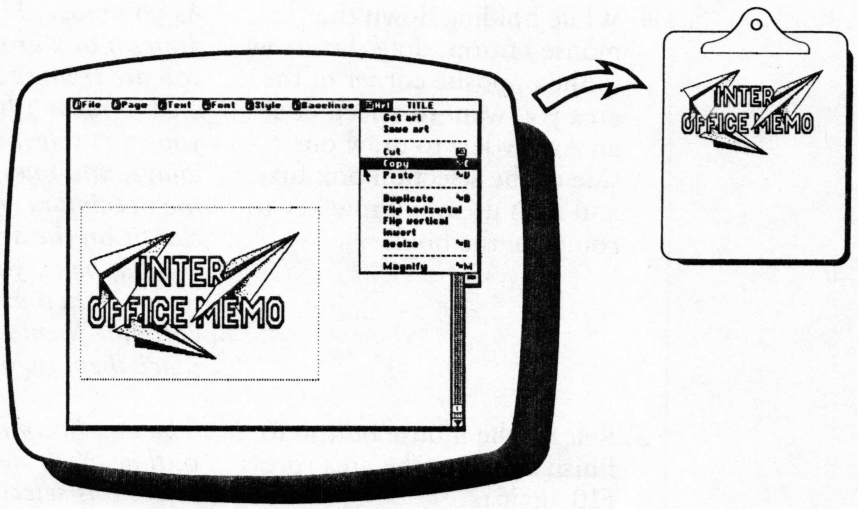
You have several ways to edit images on your screen. For some actions, you just choose the tool or menu item you want to use. For other actions, you must first select the image and then choose what you want to do. You can:

- use the menu items from the Art menu to
  - cut, copy, or duplicate a selected image
  - flip an image horizontally or vertically
  - invert an image (reverse the shades)
  - change the size of an image
  - magnify part of an image to make minute changes
- use the side tools to
  - select an image
  - move a selected image around
  - draw straight lines in four widths
  - draw boxes in four widths
  - draw freehand in four widths
  - erase images

Selecting images

Before you can move a piece of art or use some of the editing features, you must first select it. You select the art using the selection tool.

First Publisher uses an art clipboard when you work with art. The art clipboard works like the text clipboard you use when you work with text. What you do on the art clipboard does not affect anything on the text clipboard.



When you select an image and then choose **Cut**, **Copy**, *or* **Duplicate**, *First Publisher places it on the art clipboard.*

The selection tool allows you to mark an area, which can then be moved, erased, copied, flipped, inverted, or resized.

You first choose the selection tool and then mark the area:

1. Choose the selection tool—the dotted box beneath the hand tool—by clicking on it. (Press **F9** until you highlight it.)

   The cursor changes to an arrow.

2. Position the arrow at any corner of the image you want to select.

3. Press and hold the mouse button to mark this spot. (Press **F10** once. Check to make sure you see the mouse symbol in the upper right corner of the screen.)

   As soon as you start selecting an image, anything you have on the art clipboard is removed.

4. While holding down the mouse button, drag the arrow to the opposite corner of the area you want to select. (Use an **Arrow** key to draw one side of the selection box first, and then use an **Arrow** key to complete the box.)

As you move, First Publisher draws a box around the area. If you are trying to select a large area (almost a full page) and you can't select the whole image, you may have reached the maximum size image that can fit on the art clipboard. If this happens, you can select the image in two pieces and combine them later when you place them on a page.

5. Release the mouse button to finish selecting the area (press **F10** again).

The box becomes a dotted outline. Your next action will affect this selected area. See the following sections for the actions you can do.

After you have done what you want with the selected area, the area remains selected. You can leave it selected or you can remove the selection box (or "unselect" the image). To unselect the image:

1. Click on the selection tool if it's not highlighted (press **F9** to highlight the selection tool).

2. Click anywhere in the page while the selection tool is highlighted (press **F10** twice when the selection tool is highlighted).

Selecting another area also removes the selection box.

Moving a selected image

Use the hand tool to move a selected image around on a page. When you choose this tool, you'll see a hand appear on the screen. To move an image around the page, you must first select it.

Once you see the dotted selection box around the image:

1. Click on the hand tool—the hand above the selection tool—to highlight and select it. (Press **F9** until you highlight the hand tool.)

2. With the hand inside or on the selection box, hold down a mouse button and drag the mouse until the image appears in the new location. (Press **F10** once and use the **Arrow** keys to move the selected image.)

   The image will be dragged along as you move. When you run into the upper or lower screen boundaries, the screen will scroll as you move.

3. Release the mouse button to place the image (press **F10** once.)

■ **You can also move an image on a page or between pages by using cut, copy, and paste. To move the image to another page, select the image, choose Cut or Copy, use Jump to page, position the cursor, and then choose Paste. If you're pasting an image to another publication, get the publication, and then click on any side tool to move to the graphics overlay (press F9). Then, choose Paste from the Art menu.**

Using selected images

Choose **Copy** (**Alt-C**) from the Art menu to copy a selected image to the art clipboard (replacing whatever image may have already been there).

Choose **Cut** (**Del**) from the Art menu to remove a selected image from the page. First Publisher places a copy of the erased image on the art clipboard, (it replaces whatever may have already been there and stays on the clipboard until you select another image). Use **Paste** (**Alt-V**) from the Art menu to place the erased image back on the page, or move it to another page or publication.

Choose **Paste** (**Alt-V**) from the Art menu to place a copy of the image from the art clipboard on the page. A copy of the image still remains on the clipboard. You must be on the graphics overlay before you can choose **Paste** from the Art menu.

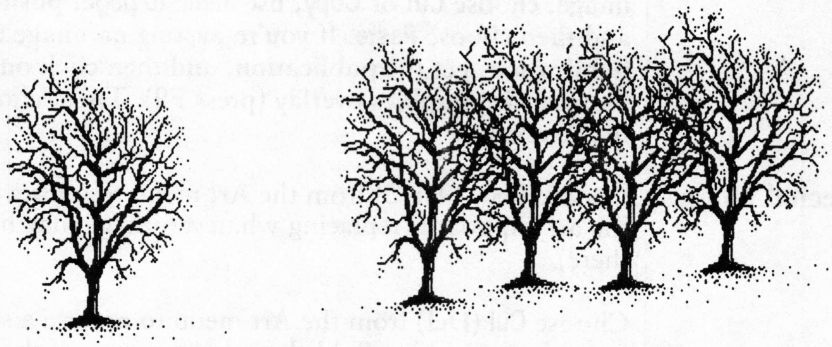
After you choose **Paste**, position the hand tool where you want to locate the image, then click the mouse button to paste the image on the page (press **F10** twice).

Saving a selected image

Choose **Save art** from the Art menu to save the currently selected image. First Publisher presents you with a dialog box asking you to name the image. First Publisher automatically includes the extension .ART in your filename. You can then use **Get art** from the Art menu later, when you're ready to use it. After you save the image, it is still selected. You can then choose **Cut** from the Art menu to erase it, if you want.

Duplicating a selected image

This command combines the copy and paste operations. When you choose **Duplicate** (**Alt-D**) with a selected image, First Publisher makes a copy of the image (and places it on the art clipboard). The hand tool appears. Move to where you want the image to go and click the mouse button (press **F10** twice). The copy is placed at the position of the hand tool.



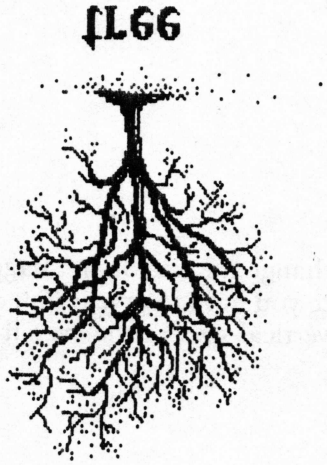
*Use **Duplicate** to streamline the **Copy** and **Paste** operations.*

If you press and hold the mouse button (press **F10** once), you can drag the copy to a new location on the page. (Use the Arrow keys to move the copy.) When the duplicated image is at the location where you want it, release the mouse button. (Press **F10** again.)

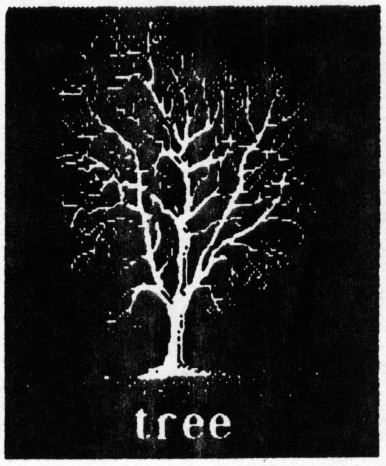
Flipping and inverting images

To flip a selected image left to right, choose Flip horizontal from the Art menu.

To flip a selected image upside down, choose Flip vertical from the Art menu.

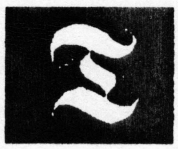


Invert reverses the black and white portions of a selected image.



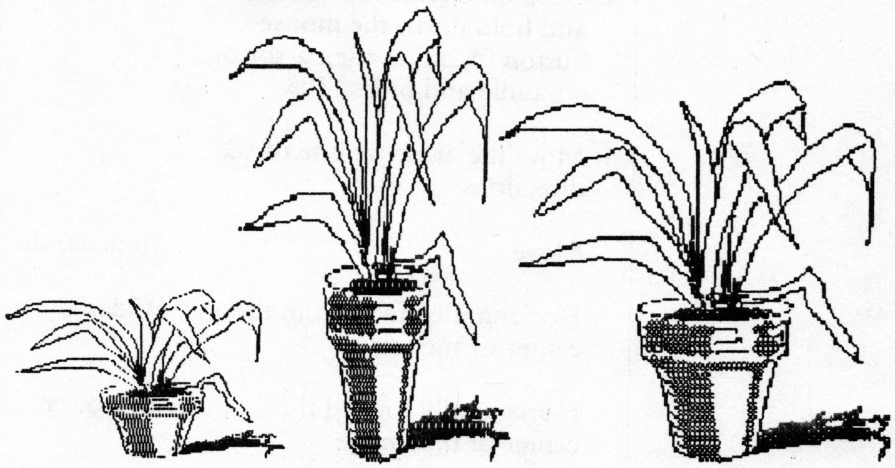
Use **Invert** *to reverse the shades of an image.*

- **To create white letters on a black background, type the text (use graphics text), select the area that includes the text to be shaded, and then choose Invert from the Art menu.**



Resizing an image

First Publisher can change the size of an image so that you can fit it into a certain space you have reserved. You can change the horizontal size, the vertical size, or the overall size.



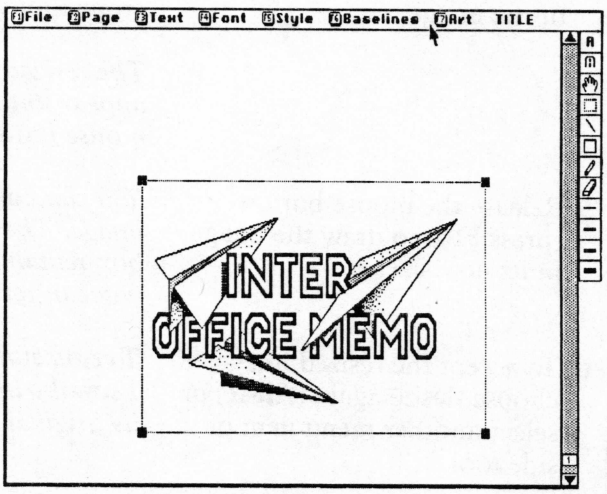
To resize an image, follow these steps:

1. Use the selection tool to mark the area to be resized.

   Draw the selection box as close to the original size of the image as possible.

2. Choose **Resize** from the Art menu (press **Alt-R**).

   Four handles appear; one at each corner of the selection box.



*When you choose **Resize** four handles appear that you can use to stretch or shrink the image.*

3. Click on one of the handles and hold down the mouse button (position the cursor on a handle and press **F10**).

4. Move the arrow in one of six directions:

Move	To make the image
Horizontally away from the center of the image	Wider
Horizontally toward the center of the image	Narrower
Vertically away from the center of the image	Taller
Vertically toward the center of the image	Shorter
Diagonally away from the center of the image	Larger (keeping the same proportions)
Diagonally toward the center of the image	Smaller (keeping the same proportions)

The resized image does not appear until you release the mouse button.

5. Release the mouse button (press **F10**) to draw the image in its new size.

You can continue to resize the image. The original selection box remains on the screen so you can resize back to that size.

6. To accept the resized image, choose **Resize** again (**Alt-R**) or select another menu item or side tool.

*To cancel the resizing, press **Esc**—the image will return to its original size.*

Using Magnify

You can make fine adjustments to your images using **Magnify** from the Art menu.

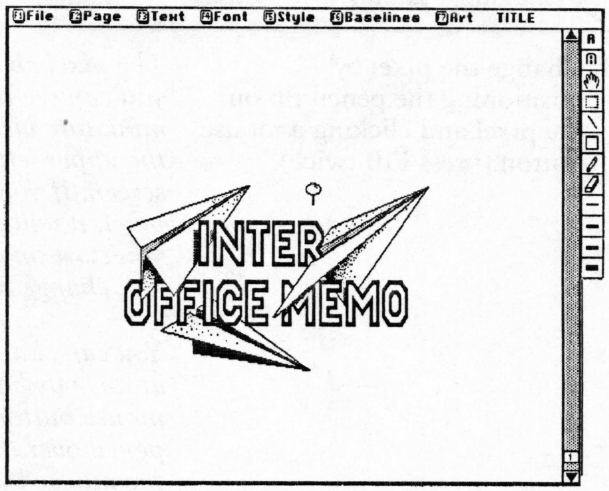
An image is made up of a series of black and white dots, called *pixels*. You modify an image by changing the white pixels to black, and the black pixels to white. **Magnify** takes a close up view of the image, showing clearly the black and white pixels.

■ **Choosing Magnify erases whatever is on the art clipboard.**

To modify an image using **Magnify**:

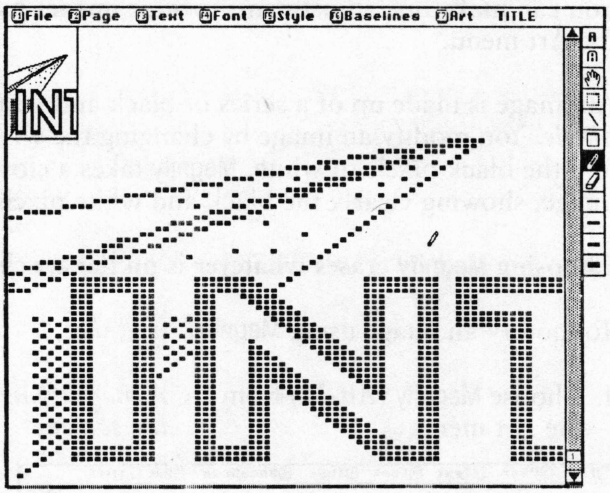
1. Choose **Magnify** (**Alt-M**) from the Art menu.

A magnifying glass appears on the screen.



2. Move the magnifying glass to the center of the area you want to change and click a mouse button. (Use **Arrow** keys to move and press **F10** twice.)

First Publisher magnifies a small area to fill the screen and displays a pencil tool. A miniature view of the area you are changing appears in the upper left corner. You can see what effect your changes will have immediately.



3. Change the pixel by positioning the pencil tip on the pixel and clicking a mouse button (press **F10** twice).

The pixel changes color and you can see the results in the miniature view of the image in the upper left corner of the screen. If you start on a white pixel, it will change to black. If you start on a black pixel, it will change to white.

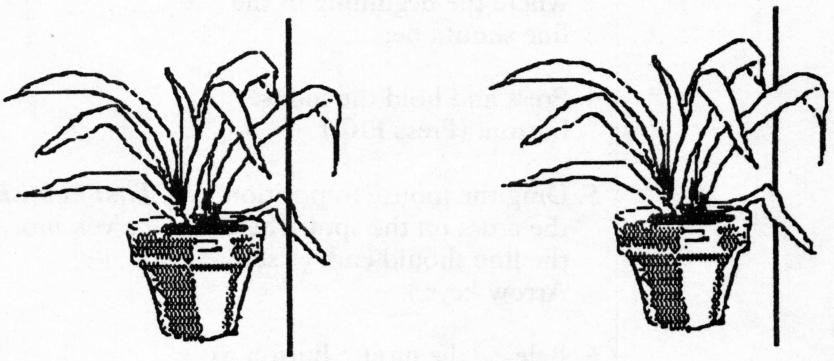
You can change several pixels at once by holding down a mouse button and dragging the pencil over the pixels. Release the mouse button to stop. (Press ***F10*** *and use the* ***Arrow*** *keys and then press* ***F10*** *again to stop.)*

4. To accept your changes, click on the miniature view or choose Magnify again (press **Alt-M**).

First Publisher takes you back to full view with your changes made.

To cancel your changes, press ***Esc****, which returns you to full view without changing the image.*

■ **Use Magnify when you want to erase parts of an image where the eraser won't fit. For example, suppose you publish a newsletter with a border around the text. If you placed an image on top of the border, the border would cut through the image. You could use Magnify to erase the part of the border that cut through the image.**



When you choose Magnify, First Publisher displays one part of the image at a time—you can't scroll through the image while it is magnified. To see another part of the image, return to the full view, select Magnify again, move the magnifying glass to another part of the image and click a mouse button (press F10 twice).

■ **If you use a mouse and you want to work on straight lines when you're magnifying an image, you may find it easier to follow the keyboard instructions and use the Arrow keys to move the pencil.**

Adding lines and boxes

Use the straight line tool (the diagonal line below the selection tool) to draw straight lines anywhere on the page at any angle. A straight line can have four widths; one to four points wide. When you choose the straight line tool, one of the widths is highlighted, but you can change to another width for the line you are drawing.

To draw a line:

1. Choose the straight line tool (press F9 until it is highlighted).

When you select the straight line tool, you'll see a cross appear on the screen.

2. Click on the desired width, if it is not already highlighted. (Press **Alt-F9** to cycle through the widths.)

3. Position the cross on the spot where the beginning of the line should be.

4. Press and hold the mouse button. (Press **F10**.)

5. Drag the mouse to position the cross on the spot where the line should end. (Use **Arrow** keys.)

   First Publisher displays the line as you move the cross.

6. Release the mouse button to draw the line. (Press **F10**.)

To draw a box:

Use the box drawing tool (the box below the straight line tool) to draw boxes or rectangles. A box or rectangle can have four widths: one to four points wide. When you choose the box drawing tool, one of the widths will be highlighted, indicating which width will apply to the box you are drawing.

1. Click on the box drawing tool (press **F9** until it is highlighted).

   When you select the box drawing tool, you'll see a cross appear on the screen.

2. Click on the width you want for the line (press **Alt-F9** to cycle through the widths).

3. Position the cross where you want one corner of the box.

4. Press and hold the mouse button to mark this spot. (Press **F10** once.)

5. Move the cross to the opposite corner of the intended box.

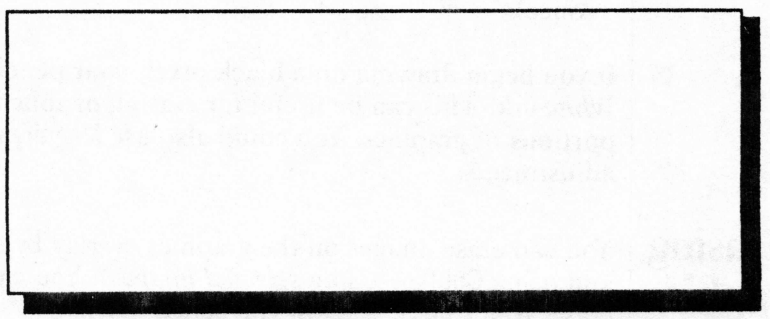
First Publisher displays the box as you move the cross.

6. Release the mouse button to draw the box. (Press **F10** once.)

- **If you are working with a CGA card and you want to draw a perfect square, use the rulers to guide you. (See the section *Using rulers* in Chapter 6 for details.) If you draw the box visually so it looks like a square on a CGA screen, the box will print as a rectangle.**

To "undo" a line or box you've drawn, select the line or box and then choose **Cut** from the Art menu. You could also use the eraser or **Magnify**.

- **To create a box with a shadow, first draw a box using one of the thinner widths. Then, use the straight line tool in one of the thicker widths to draw the shadow along the outer sides of the box. Use Magnify to fix up the corner, if necessary.**



Freehand drawing

Use the pencil tool for freehand drawing. You can select up to four widths for the pencil. When you select the pencil tool, you'll see a pencil appear on the screen. To begin your freehand drawing:

1. Choose the pencil tool (press **F9** until it is highlighted) and then choose the width you want to draw with (press **Alt-F9** to cycle through the widths).

2. Position the pencil using the mouse or arrow keys.

3. Press and hold the mouse button to put the pencil on the paper (press **F10** once).

4. Move the mouse to draw; the pencil will track the movement of the mouse (use the **Arrow** keys to move the pencil).

5. To stop drawing, release the mouse button (press **F10** once).

■ **If you begin drawing on a black pixel, your pencil will write with *white* ink. This can be useful for erasing or touching up very small portions of graphics. You could also use Magnify to do close-up adjustments.**

Erasing graphics

You can erase images on the graphics overlay by selecting the image and using **Cut** (see *Using selected images*). You can also use the eraser tool (the box below the pencil tool).

When you select the eraser tool, a square appears on the screen. To begin erasing:

1. Position the eraser (the square) using the mouse or arrow keys.

2. Press and hold the mouse button (press **F10** once).

As you move the eraser, you erase whatever is beneath it on the graphics overlay. Text on the text overlay will disappear temporarily, until you release the mouse button.

3. Move the mouse to erase; the eraser will track the movement of the mouse (use the **Arrow** keys).

4. To stop erasing, release the mouse button (press **F10** once).

What's next?

You're now ready to place your graphics in a publication.

- Read Chapter 6 to layout your publication

6: Laying out a publication

When you lay out a publication, you arrange text and graphics on a page. You can place text on the page in columns (up to four). You can add graphics, headlines, and change the look of the type.

You can start laying out your publication, creating text and images as you work. Or you can prepare all the text and images before you start the layout. The method you choose depends on how you like to work.

Laying out a publication includes the following steps:

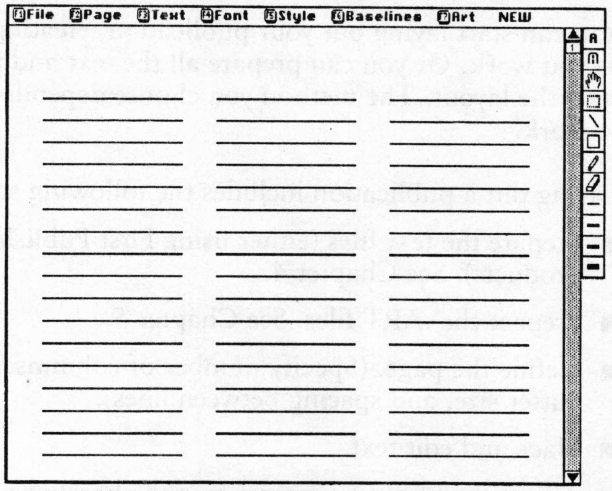
- Prepare the text files (either using First Publisher or other products). See Chapter 4.
- Prepare the .ART files. See Chapter 5.
- Define the page. (Specify number of columns, margin settings, gutter size, and spacing between lines).
- Place and edit text.
- Adjust the layout by rearranging the baselines.
- Change fonts, add headlines.
- Add graphics and rearrange text, if necessary.
- Add other graphic elements such as lines, boxes.
- Save your work.

What is layout?

Layout is the arrangement of text and graphics on a page, creating a sense of order and balance. You want to create a page that is clear, interesting, and memorable. Doing the layout is a little like solving a jigsaw puzzle—fitting pieces together, experimenting, checking the results, and keeping what looks best.

- **Before you lay out a publication, you might find it helpful to sketch a rough page design on paper to use as a guide. Do as many of the baseline adjustments as you can before you add text and graphics. Read Chapter 8 for ideas on page layouts.**

In First Publisher, you control the layout of text by working with the *baselines*—the horizontal lines on which the text rests. You also control the layout and placement of text by cutting and pasting.



The baselines are hidden until you choose one of the Adjust items on the Baselines menu.

Before you work with baselines, you should define the page. Then you refine the layout by adjusting the baselines.

Defining the page

You need to tell First Publisher how you want to set up the page(s) for your publication. You can specify the number of columns, the margins, the space between lines, the gutter (the space between columns), and the text alignment. You can use one page definition for all pages, or you can change it as you start each page.

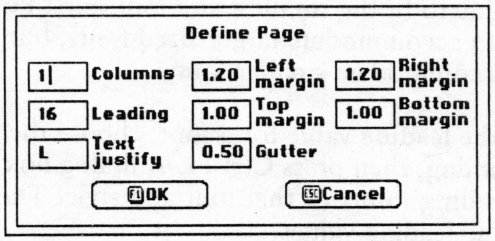
Define the page as the first step in laying out your publication for the first time. If you use **Define page** after making changes to the baselines, you'll destroy those changes. If you are resuming work on an existing publication, you do not need to use **Define page**.

To define the page:

1. Choose **Define page** from the Page menu.

First Publisher displays the Define Page dialog box.

First Publisher uses the default settings unless you change them. The margin settings depend on which printer you're using.



2. Change the values as needed for your publication by moving the arrow to the item you want to change and clicking a mouse button. (Press **Tab**, **Enter**, or the **Arrow** keys to move from item to item.)

If you click on **Cancel**, *your new settings will not be used. First Publisher will keep previous settings and baseline adjustments.*

Each setting is covered in the following sections.

The values you set for the current page will be used for all new, subsequent pages (unless you choose **Define page** to change them for a particular page).

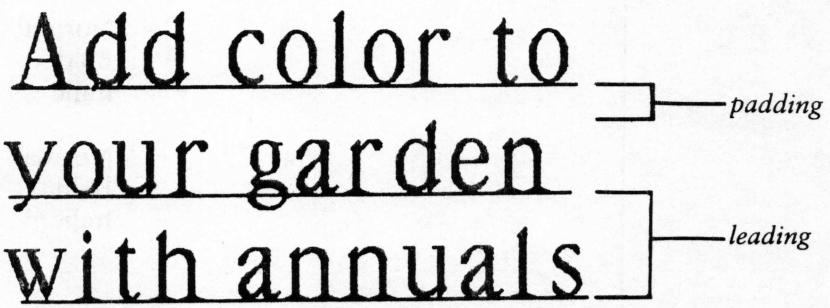
Setting columns

First Publisher allows up to four columns. In the Define Page dialog box, type a number from 1 to 4 in the **Columns** box.

Setting the leading

In First Publisher, *leading* (also called linespacing) is the distance in points between two lines of text, measured from baseline to baseline. The optimal (easiest to read) leading is the size of the font plus a padding value.

First Publisher automatically sets the optimal leading for the font you choose.



If you plan to use more than one font on a page, change the leading value to fit the smallest size font. First Publisher can adjust the space to accommodate larger sized fonts, but cannot adjust the space to accommodate smaller fonts.

To check the leading value for a font, choose the font and style, type something, then press **Ctrl-F1**. A dialog box will display the optimal leading value for that font and style. The table that follows also lists the leading values.

Make sure the value in the **Leading** box matches the leading for the smallest font size you'll be using.

Optimal Leading for Fonts in MASTER.FNT

Font	Size	Style	Leading
Courier	10	Normal	14
		Bold	12
		Italic	12
	12	Normal	16
		Bold	14
		Italic	14
Geneva	9	Normal	12
		Bold	12
		Italic	12
	10	Normal	13
		Bold	13
		Italic	13
	12	Normal	16
		Bold	16
		Italic	16
	14	Normal	19
		Bold	19
		Italic	19

Helvetica	18	Normal	22
	24	Normal	29
	36	Normal	40
New York	9	Normal	12
	10	Normal	12
		Italic	12
	12	Normal	16
		Bold	16
	14	Normal	19
		Bold	19
		Italic	19
	18	Normal	23
		Bold	23
		Italic	23
	24	Normal	29
		Bold	29
		Italic	29
	36	Normal	40

Setting text alignment

You can align text within columns in four ways: left justified, right justified, centered, or fully justified. In the Define Page dialog box, type: L, R, C, or J in the Text justify box.

Centered
Left justified
Right justified
Full justified

Setting margins

First Publisher presets the margins based on the printer you select. These margins are the minimum size you should use—if you make the margins smaller than this limit, text and graphics on a page may not print correctly. See Chapter 7 for the margin settings used for your printer.

All margin measurements are in inches. When you use fractional margin settings, type their decimal equivalents. For example, type .25 for ¼ inch.

Setting gutter size

The *gutter* is the distance between columns of text, measured in inches. In the Define Page dialog box, type the setting you want in the Gutter box.

All gutter measurements are in inches. When you use fractional gutter settings, type their decimal equivalents. For example, type .75 for ¾ inch. The smallest gutter width you can use is zero.

Adding text and images

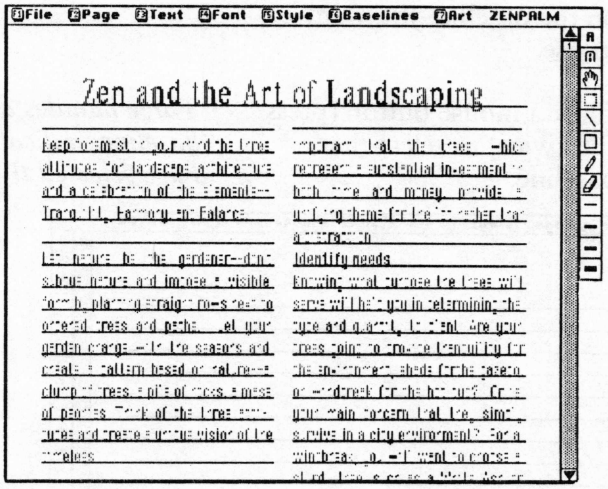
Once you have defined the page, you can add text and images. Start by typing some text or placing existing text using Get text from the Text menu. See Chapter 4 for details on typing and getting text.

You can create and place images at any time, however, you can save time and extra steps by placing the images after making all your adjustments. See Chapter 5 for details on creating and getting images.

Modifying the layout

When you place text on a page, First Publisher puts the text on hidden lines, called baselines. Like the lines of a ruled pad of paper, baselines show where text can be positioned on the page. To modify a page layout, you first display the baselines and then adjust them. For example, to move a line or column down, you move the baseline down. To lengthen or shorten a line, you lengthen or shorten the baseline.

The baselines for your publication are hidden until you display them by selecting a menu item from the Baselines menu.



■ **Don't use Define page after you've made baseline changes as a way to modify a page layout (unless you've made a total mess of things and you want to start over). Define page removes any baseline changes you've made on the current page.**

By adjusting the baselines, you can move or align one line, a whole column, or part of a column. First select the baseline(s) and then move them or change their alignment.

When you display the baselines, text on the baselines will gray, meaning that you cannot do any editing while you're adjusting the baselines. Once you can see the baselines, you can move them, giving you control over page layout.

Selecting baselines

You can make changes that affect only one baseline. You can move the baseline up or down, change its length, or change the alignment of the text on it.

To change a single baseline:

1. Choose Adjust single (**Alt-A**) from the Baselines menu.

First Publisher displays the current baselines and the text grays.

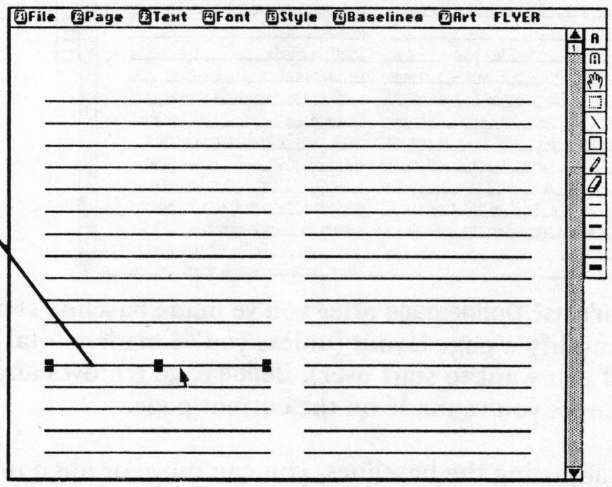
2. Position the tip of the arrow on the baseline you want to use.

3. Click a mouse button (press F10 twice) to select that baseline.

Three handles appear on the baseline, indicating that you have selected the baseline.

Your next action affects the baseline you select.

selected baseline



4. Choose one of the menu items on the Baselines menu or adjust the length or position of the baseline to make changes to the selected baseline.

See the following sections for more information about what you can do.

To change several baselines:

1. Choose **Adjust above**, **Adjust below**, or **Adjust column** from the Baselines menu.

First Publisher displays the current baselines and the text grays. If you pull down the Baselines menu, you'll see a check mark next to the item you've chosen.

Choose	To affect
Adjust above	All baselines in the column above (and including) the selected baseline
Adjust below	All baselines in the column below (and including) the selected baseline
Adjust column	All baselines in the column that includes the selected baseline

2. Position the tip of the arrow on a representative baseline.

3. Click a mouse button (press **F10** twice) to select that baseline.

Three handles appear on the baseline, indicating that you have selected the baseline.

Adjusting selected baselines

To adjust the baseline(s), you grab one of the handles and move it.

1. Move the arrow to the handle you want to use.

See step 2 for which handle to use.

2. Press and hold down a mouse button and then move the mouse in the direction you want. (Press **F10** once— make sure you see the mouse symbol in the upper right corner of the screen. Use the **Arrow** keys to move, stretch, or shrink the baseline.)

Grab this handle	To
Left end	Stretch or shrink the left end of the baseline(s)
Center	Move the baseline(s) up or down
Right end	Stretch or shrink the right end of the baseline(s)

3. Release the mouse button (press F10 once) to display the changed baseline(s).

The text on the baseline disappears. You won't see how the changes affect the text until you choose **Realign text** *or the* **Adjust** *item that's checked.*

You can't move a baseline vertically through another baseline in the same column. **Adjust above** cannot move down past another baseline, and **Adjust below** cannot move up past another baseline. But you can stretch a baseline horizontally through a baseline in another column. When this happens, text on the overlapping baselines will appear garbled. Un-garble the text by moving one of the overlapped baselines out of the way.

You also can't move a baseline past the top margin of the page. Baselines pushed through the bottom margin can be pulled back onto the page by re-adjusting the column—undo what you just did.

The power and flexibility of baselines comes from your ability to work with one or several baselines at once and move them around—it takes practice and experimentation to discover all the possibilities.

Zeroing out a baseline

When First Publisher flows text on a page, it fills one column first, and then goes to the top of the next column to continue. You can control where the text flows on a page by *zeroing out* one or more baselines. When you zero out a baseline, you force First Publisher to skip that baseline and look for the next baseline before it can continue to flow the text.

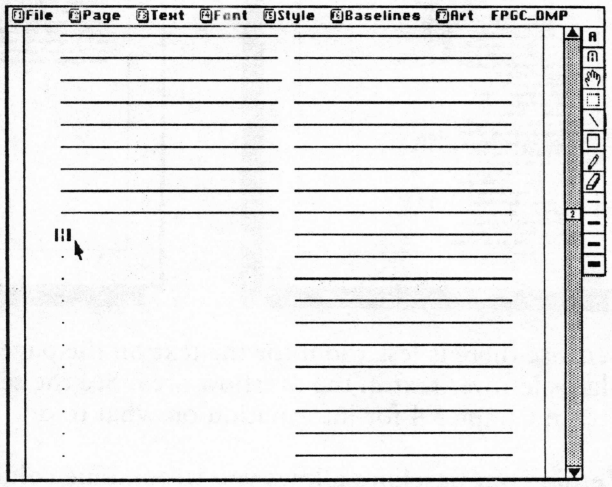
For example, to flow text on only the top half of a two column page:

1. Choose **Adjust below** from the Baselines menu.

2. Select the baseline in the middle of the first column.

3. Drag the right handle so that is rests exactly on top of the left handle.

When you release the mouse button, you should see a black blotch and a row of dots underneath it. If you see short lines instead of dots, keep moving the handle until you see the row of dots. This gives all the baselines below this point a zero length.



When you choose **Adjust below** *again or* **Realign text**, *you'll see that the text above stops at that point and continues at the top of the next column.*

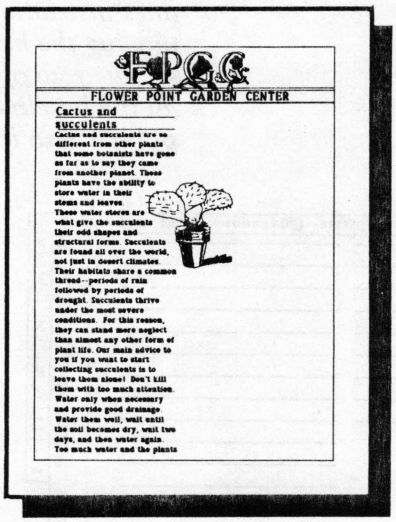
4. To do the same to the next column, choose **Adjust below** from the Baselines menu, if it is not checked.

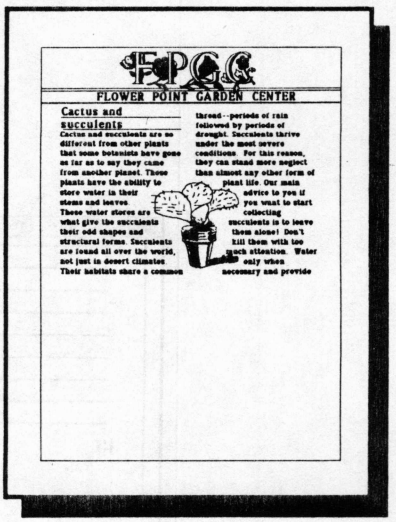
5. Select the baseline in the middle of the second column.

Zero out baselines to control the flow of text and the layout of your page.

6. Grab the left handle and drag it so that it is exactly on top of the right handle.

This gives all baselines below this point a zero length.





Because there is less room for the text on the page, First Publisher places leftover text in the overflow area. See the section *Overflowed text* in Chapter 4 for information on what to do.

- **Zeroing out baselines allows you to combine columnar formats on a page—two columns on top of one column, or one column on top of two columns.**

When the baselines are hidden, you can't type text beyond the point where you zeroed out the baselines.

- **Zeroing out the baselines can help balance columns. You could zero out the baselines at the bottom of one column. This forces the text to flow to the next column, which may even out the columns.**

If you want to undo the zeroing out, choose Define page from the Page menu. This resets all baseline changes. You could also choose one of the Adjust items and grab one of the dots to change its position.

To undo the zeroing out of the left column in the above example:

1. Choose **Adjust below** from the Baselines menu.

2. Click on the first dot of the left column until you see the black blotch. (Position the arrow on the dot and press **F10** twice.)

3. While holding down a mouse button, drag the handle as far to the left as you can into the left margin. (Press **F10** once and use the **Arrow** keys to drag the handle.)

4. Release the mouse button (press **F10** once).

   The baseline appears in the left margin with three handles on it.

5. Hold down a mouse button and grab the rightmost handle. (Position the arrow on the rightmost handle and press **F10** once).

6. Stretch the baseline until it reaches the gutter margin and release the mouse button (press **F10**).

   The baseline now extends from the left edge of the screen to the gutter.

7. Grab the leftmost handle and shorten the baseline so that the left end is in line with the left margin.

8. Choose **Adjust below** again.

   First Publisher reflows the text back into the column.

Aligning text

The Baselines menu contains commands for aligning text on the baselines. You can center text, left justify, right justify, or full justify text on one or more baselines. You can also change the leading for one or more baselines.

After selecting a baseline(s), choose one of these items to change the alignment of the text on the selected baseline(s).

Choose	To
Center	Center text on the baseline(s)
Left justify	Align text at the left end of the baseline(s)
Right justify	Align text at the right end of the baseline(s)
Full justify	Stretch the space between words so that the text reaches both ends of the baseline(s)
Change leading	Adjust the space between baselines (close gaps or create wider spaces). You can't choose a leading smaller than the leading set with Define page.

■ **When you press Enter in the middle of a line, the line breaks at that point—that line has a hard carriage return at the end. Lines ending with a hard carriage return do not justify to the full column width. You can remove a hard carriage return by positioning the cursor at the end of the line and pressing the Del key.**

When you work with the baseline(s), the text on the selected baseline(s) disappears temporarily. After you move or adjust the baseline(s), First Publisher does not move the text to the new position right away. To see the results of your changes:

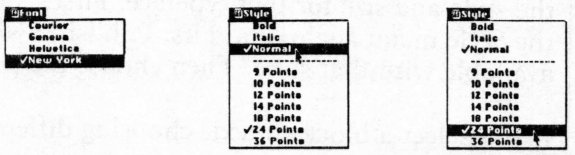
Choose	To
Realign text from the Baselines menu (Alt-T)	Reformat the text and keep the baselines on the screen
The Adjust item that's checked on the Baselines menu	Reformat the text and hide the baselines

Changing the look of the type

You can change the look of text by choosing a different typeface from the Font menu. A check mark by a typeface indicates that it's currently active. See Appendix C for illustrations and more information on available fonts.

New York 24 pt. normal

A font is one typeface in one style and one size.



First Publisher starts with Geneva in 12 Points and in Normal style. You can use this font or you can change it. If you want to use more than one size on a page, select a basic typeface in the smallest point size you'll use for your publication and then set the Leading on the Define Page dialog box to match that font. If you change to a larger font that requires more leading, First Publisher adjusts the leading as necessary. Baselines move apart to fit the largest sized font on a line.

■ **Changing to a larger size font on a full page may cause the text at the end of the page to flow into the overflow area. Changing to a smaller font may cause the overflowed text, if any, to flow back onto the page. To see if there is any text in the overflow area, press Ctrl-F1. See Chapter 4, *Overflowed text*, for information on what to do.**

If you select a block of text, choosing a new typeface from the Font menu changes the entire block of text.

■ **Use the Courier typeface for tables. It is a monospaced font, which means that each character takes up the same amount of space and that makes it easier to line up the columns.**

Changing the size and style

You can change the size and style (normal, bold, or italic) of text by choosing different items from the Style menu. You can only use one style and one size at a time. Check marks by a size and style indicate that they're currently active. Styles and sizes that are gray are not available for the typeface you have chosen.

New York normal
New York bold
New York italic

Typefaces come in different styles: normal, bold, or italic.

After you choose a typeface from the Font menu, you can choose the style and size for that typeface. First, choose a style. Pull down the Style menu again, and First Publisher will list the point sizes available with that style. Then choose the point size.

If you select a block of text, choosing different items from the Style menu changes the size or style for the entire block of text. If you are changing both the size and style, select the block, choose the style, and then choose the size.

■ **With all the different typefaces available, you may be tempted to use as many as possible. However, your publication will actually have more impact if you stick to one or two typefaces and vary the size and style for effect.**

Running text around an image

When you place an image on a page, you probably want text to flow around the image. You use Picturewrap (Alt-W) from the Page menu to do this. Picturewrap is a setting that you turn on or off and it works on the currently selected image. A check mark appears next to Picturewrap when it is on. To turn off Picturewrap, choose Picturewrap again.

When you turn Picturewrap on and leave it on, First Publisher flows text automatically around each image as you place it on the page. If you leave Picturewrap turned off, text flows through images. You flow text around one image at a time by first selecting the image and then turning Picturewrap on.

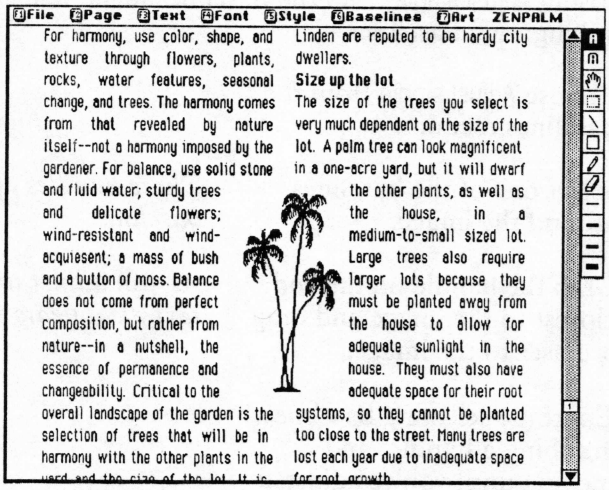
To flow text around one image at a time:

1. With the selection tool, select the image you want the text to flow around.

   Draw the selection box as close to the image as you can, because First Publisher stops the flow of text at the selection box outline.

2. If Picturewrap is off, choose Picturewrap from the Page menu (press **Alt-W**).

   Text wraps around the selection box.


File Page Text Font Style Baselines Art ZENPALM
For harmony, use color, shape, and texture through flowers, plants, rocks, water features, seasonal change, and trees. The harmony comes from that revealed by nature itself--not a harmony imposed by the gardener. For balance, use solid stone and fluid water; sturdy trees and delicate flowers; wind-resistant and wind-acquiesent; a mass of bush and a button of moss. Balance does not come from perfect composition, but rather from nature--in a nutshell, the essence of permanence and changeability. Critical to the overall landscape of the garden is the selection of trees that will be in harmony with the other plants in the
Linden are reputed to be hardy city dwellers.
Size up the lot
The size of the trees you select is very much dependent on the size of the lot. A palm tree can look magnificent in a one-acre yard, but it will dwarf the other plants, as well as the house, in a medium-to-small sized lot. Large trees also require larger lots because they must be planted away from the house to allow for adequate sunlight in the house. They must also have adequate space for their root systems, so they cannot be planted too close to the street. Many trees are lost each year due to inadequate space

Use Picturewrap to run text around an image.

Whether the text wraps on the left or right of the image depends on whether you have positioned the image to the left or right of the column center. If you place an image in the center of a column, the text on the baselines around the image cannot be split in two—the text flows only on one side of the image.

You can use Picturewrap to reserve space for an image you may want to paste down manually later. Draw a selection box the size of the image where you want it to go. Then choose Picturewrap. First Publisher flows the text around the selection box, leaving that space blank.

■ **Picturewrap may not flow text around the image correctly if you're using more than one size font. Using more than one size font changes the leading for the baselines with the larger font. When this happens, you can adjust the affected baselines one at a time.**

If you want to move or remove an image that has been picture-wrapped, make sure Picturewrap is on (has a check mark next to it) before you move or remove the image.

Fine-tuning Picturewrap

You can individually tailor the flow of text around an image by choosing Adjust single from the Baselines menu and stretching or shrinking each baseline.

1. Choose Adjust single from the Baselines menu.

2. Select one of the baselines around the image.

   Three handles appear on the baseline.

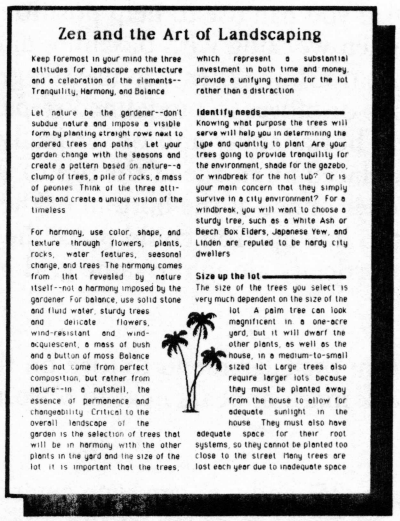
3. Grab the handle on the end closest to the image and drag it closer to the image.

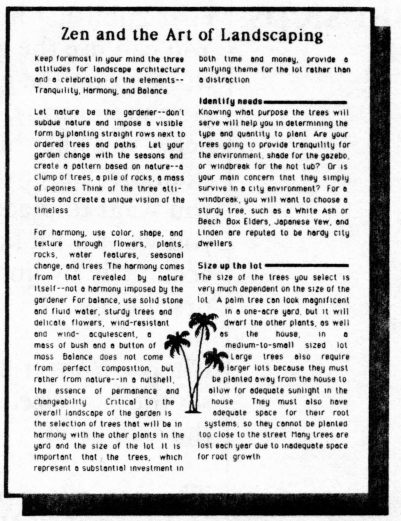
   As you adjust the baselines, the text disappears temporarily.

4. Continue selecting baselines, grabbing a handle, and moving until you've adjusted each baseline around the image.

5. Choose Adjust single again to see the results.

Adjust the baselines around a picture individually to fine-tune **Picturewrap.**


Zen and the Art of Landscaping
Keep foremost in your mind the three attitudes for landscape architecture and a celebration of the elements--Tranquility, Harmony, and Balance
Let nature be the gardener--don't subdue nature and impose a visible form by planting straight rows next to ordered trees and paths. Let your garden change with the seasons and create a pattern based on nature--a clump of trees, a pile of rocks, a mass of peonies. Think of the three attitudes and create a unique vision of the timeless
For harmony, use color, shape, and texture through flowers, plants, rocks, water features, seasonal change, and trees. The harmony comes from that revealed by nature itself--not a harmony imposed by the gardener. For balance, use solid stone and fluid water, sturdy trees and delicate flowers, wind-resistant and wind-acquiescent, a mass of bush and a button of moss. Balance does not come from perfect composition, but rather from nature--in a nutshell, the essence of permanence and changeability. Critical to the overall landscape of the garden is the selection of trees that will be in harmony with the other plants in the yard and the size of the lot. It is important that the trees, which represent a substantial investment in both time and money, provide a unifying theme for the lot rather than a distraction.
Identify needs
Knowing what purpose the trees will serve will help you in determining the type and quantity to plant. Are your trees going to provide tranquility for the environment, shade for the gazebo, or windbreak for the hot tub? Or is your main concern that they simply survive in a city environment? For a windbreak, you will want to choose a sturdy tree, such as a White Ash or Beech. Box Elders, Japanese Yew, and Linden are reputed to be hardy city dwellers.
Size up the lot
The size of the trees you select is very much dependent on the size of the lot. A palm tree can look magnificent in a one-acre yard, but it will dwarf the other plants, as well as the house, in a medium-to-small sized lot. Large trees also require larger lots because they must be planted away from the house to allow for adequate sunlight in the house. They must also have adequate space for their root systems, so they cannot be planted too close to the street. Many trees are lost each year due to inadequate space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Using rulers

Choose **Use rulers** (**Alt-U**) from the Page menu to display horizontal and vertical rulers on the page. First Publisher's rulers are in 1/4 inch increments. Each ruler contains a tick mark that moves to indicate the position of the cursor as you move it around the page. Use the rulers to help you position objects on the page. For example, if you add an image such as a logo on every page, you may want to put it in the same place each time.

To turn off the display of the rulers, choose **Use rulers** again.

■ **If you are working with a CGA card, the vertical ruler will appear distorted. However, the tick marks still represent 1/4 inch on the printed page. For example, if you want to draw a square, use the rulers to guide you. If you draw the box so that the box looks like a square, the box will print as a rectangle. On certain printers, squares drawn with the rulers may not print square.**

Moving in steps

First Publisher has a grid you can use to help position text and art. You can use the grid when working with baselines and when working on the graphics overlay. When you use the grid on the graphics overlay, the cursor moves in predefined steps. The grid helps you line things up horizontally and/or vertically. For example, suppose you placed an image at the top of the page and you want to place another image at the bottom of the page, and you want both images to line up. You could place the second image accurately by lining it vertically along the same grid point as the first image.

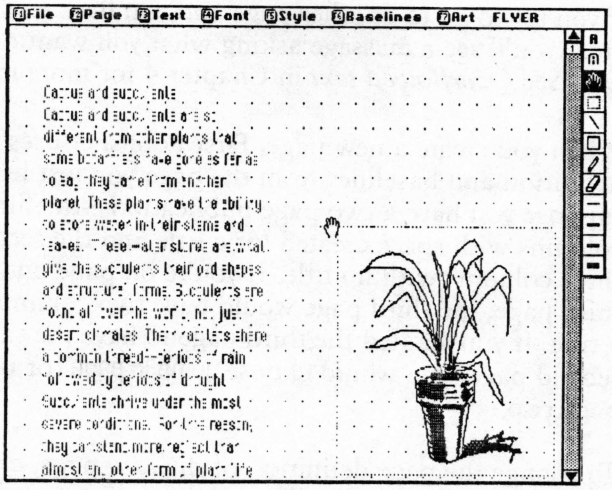
Choose **Move in steps** from the Page menu to turn on the grid and set the step size. A check mark appears next to **Move in steps** while the grid is on.

The step size is preset at .25, and you can type any size from .12 inch to 1 inch. You choose both the vertical and horizontal steps.

Move in steps is useful for:

- drawing boxes and lines in precise square or rectangular units
- speeding up the positioning of graphics if you use the keyboard
- resizing an image to a specific size
- aligning graphics at the top and bottom of the page
- lining up graphics visually with the baselines
- drawing lines down the whole page so that they are straight, even though you can't see the whole page.

Use the grid to help position items on the page.



To turn off the grid, choose **Move in steps** again.

Creating a new page

When you fill a page with text, First Publisher will beep, letting you know that you're at the end of the current page.

To create a new page, choose **Jump to page** (**Alt-J**) from the Page menu.

First Publisher displays a dialog box asking you which page you would like to go to. Type the number of the page and press Enter.

When you type any number to create a new page, First Publisher always creates the next page. For example, if you have a 3-page publication and you type 6, First Publisher creates page 4.

You also use **Jump to page** to move to another page of a multi-page publication.

You can also move from page to page by pressing the **Shift** key in combination with the plus and minus signs on the numeric keypad. Press **Shift +** to move to the next page and press **Shift –** to move to the previous page.

If you try to go to another page and you have text in the overflow area, you'll see a message asking what you want done with the text. See *Overflowed text* in Chapter 4 for more information.

Changing the layout of a new page

When you create a new page, First Publisher uses the same page definition and baselines from the page you just left. For example, suppose you have a two page publication—the first page has two columns with space created for a title and the second page has three columns with no title. If you're on page one and you create a third page, the third page would have two columns with space for a title. If you wanted the third page to have the same format of the second page, you would choose Jump to page (or use **Shift +**) from page two.

To change the page definition of the new page, choose Define page before you make any baseline changes.

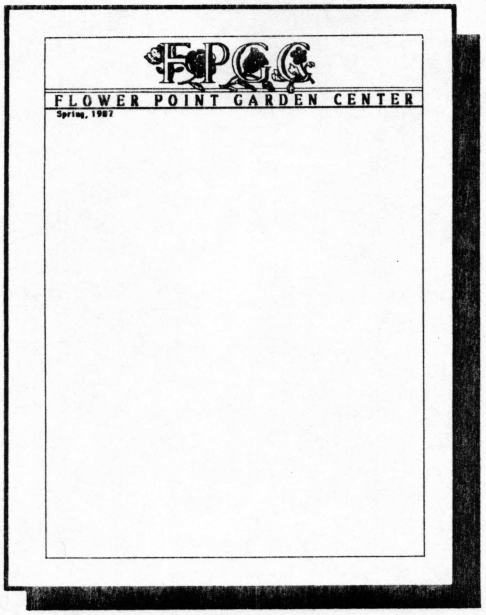
Looking at the whole page

You can get a rough idea of what the full page looks like by choosing Show page (**Alt-Z**) from the Page menu. After choosing Show page, First Publisher displays a miniature full-page view of your page. You can get a rough idea of your page layout. Press the **Spacebar**, click a mouse button or choose Show page (**Alt-Z**) again to remove the full-page view.

Using a layout again

You can create and save a publication's layout before you place any text. Suppose you were a newsletter editor and you wanted to use the same format for every issue. The layout might include the newsletter title, the column settings, and vertical lines between the columns. If you wanted to use the same font for each issue, choose the font you want (after you've used Define page to set up the columns) and type a word in the font you want—you can erase it when you start to work on the issue. For each issue, you would get the layout, but then save it with a different name after you added the text and art. This preserves the layout for the next issue.

Create a "template" (a blank page layout) for a publication you can use over again.



7: Printing

This chapter explains how to print your publications using a dot matrix printer. If you have not selected a printer yet, read *Selecting a printer* in Appendix B.

Printing a publication

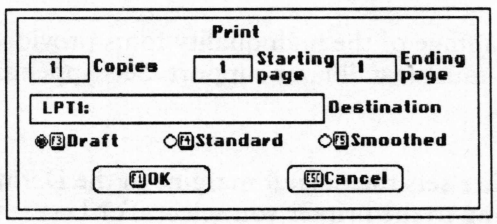
First Publisher can print with most dot matrix printers in three ways: draft, standard, and smoothed quality. Use draft quality for printing quick, rough drafts. Use smoothed quality for printing high quality copies you'll use for reproduction. Use standard quality if you don't like the results of the smoothing (on some smaller point sizes on certain fonts, standard quality looks better than smoothed).

To print your publication:

1. Get the publication you want to print by choosing Get publication from the File menu.

2. Choose Print from the File menu (press **Alt-P**).

The Print dialog box appears. Look at the screen and check if there is any value that needs changing. If all the values are correct, click on OK (press F1) to start printing.



3. Type the number of copies you want to print.

4. Click on the Starting page box (press **Tab**) and type the number of the first page you want to print.

First Publisher assumes you want to start with page one.

5. Click on the **Ending page** box (press **Tab**) and type the number of the last page you want to print.

The number of the last page of your publication already appears in the box.

6. If you want to change the port name to print to a different printer, click on the **Destination** box (press **Tab**) and type the new port name.

First Publisher assumes your printer is connected to the port you selected with the PRINTER program.

7. If you want standard quality, click on the **Standard** button (press **F4**). If you want smoothed quality, click on the **Smoothed** button (press **F5**).

First Publisher assumes you want to print in draft quality, so it is already set.

8. If all the values are correct, click on **OK** (press **F1**) to start printing.

First Publisher displays a gauge for each page that shows you what percentage of the page has been printed.

To cancel the printing once it has started, press **Esc**.

Printing to a laser printer

To take advantage of the high quality fonts provided by your laser printer, you must install laser support. See Appendix E for instructions.

Printer margins

First Publisher sets the default margins in the Define Page dialog box according to the printer you select. For best results, do not reduce the default margins, or else the text on a line will be cut off. The following table lists the default margins for common printers:

Printer	Left	Right	Top	Bottom
Apple				
LaserWriter	1.00	1.00	1.00	1.00
LaserWriter Plus	1.00	1.00	1.00	1.00

Printer	Left	Right	Top	Bottom
Epson				
EX, FX, JX, LX, RX	.75	.75	1.00	1.00
LQ 800, 1000, 1500, 2500	1.20	1.20	.75	1.50
MX	1.20	1.20	1.00	1.00
Hewlett-Packard				
LaserJet, LaserJet +,	1.00	1.00	1.00	1.00
LaserJet II	1.00	1.00	1.00	1.00
QuietJet, QuietJet +	1.00	1.00	1.00	1.00
ThinkJet	1.00	1.00	1.00	1.00
IBM				
Graphics, Proprinter (all)	1.20	1.20	1.00	1.00
Quietwriter II	1.20	1.20	.75	1.50
NEC				
P5,P5XL,P6,CP6, P7,CP7,P9	1.20	1.20	.75	1.50
Okidata				
92, 93, 84	1.00	1.00	1.00	1.00
182, 183	1.00	1.00	1.00	1.00
192, 193, 292, 293, 294	1.00	1.00	1.00	1.00
Panasonic				
1090	1.20	1.20	1.00	1.00
1080, 1091, 1092, 1093	.75	.75	1.00	1.00
1592, 1595	.75	.75	1.00	1.00
Star Micronics				
NR-15, NX-15	.75	.75	1.00	1.00
NB-24-15, NB-15	1.20	1.20	.75	1.50
Toshiba				
P321, P341, P351, P351C	1.20	1.20	.75	1.50
P1340, P1350, P1351	1.20	1.20	.75	1.50
TRS (IBM Mode)				
130, 430, 2110, 2200	1.20	1.20	1.00	1.00

Printing a file to disk

You can create a file for your publication that can be printed at another time with a system that doesn't have First Publisher. For example, you could take your disk to a center that rents time on a computer. First, you print the file to disk.

You print a file to disk by renaming the printer destination in the Print dialog box.

In the Destination box, type a filename (including the drive or directory) for the file you're printing to disk. Instead of being sent to a printer, your output will be saved in a file with the name you gave.

You can then print this file without being in First Publisher. For example, at the A> prompt, type: **COPY** <filename> LPT1: /B if the printer is connected to port LPT1. You could also use the DOS PRINT command. See your DOS manual for more details on printing a file from disk.

- **The file you print to disk has specific printer information in it. That means that if you have installed First Publisher to work with an IBM Proprinter dot matrix printer, the disk file can't be printed on a different dot matrix printer. To create a disk file in First Publisher that can be printed on a different printer, use the PRINTER program to select the correct printer. Then print your file to disk. Be sure to change the printer selection back again when you're finished.**

8: Design guide

It's often easier to copy and modify a page design than it is to start from scratch, especially if you're new to desktop publishing. This chapter includes some basic advice and sample layouts to help you begin creating your own publications.

The First Publisher Sampler Disk has a *template* for each of the seven sample layouts in this chapter. (A template is a skeleton .PUB file that includes baseline changes and indicates the position of art.)

You can follow the steps later in the chapter to practice recreating the sample layouts, or you can use the templates and suggestions that follow the sample layouts to design your own publications.

The sample layouts and templates are for:

- a newsletter
- an invoice
- an announcement
- a dealer list
- business stationery
- a restaurant menu
- a greeting card

This chapter assumes that you are familiar with First Publisher and its menus. If you aren't, complete the Quick Tour before working with the templates.

The sample layouts were printed on an Epson dot matrix printer using the smoothing option and then reduced to fit on the page.

Design basics

The best advice about page design is to keep it simple. Use one or two visual effects and repeat them consistently throughout your publication. For example, you can put a line above the headings on all pages.

Unless you're willing to take a risk, leave unconventional or dramatic designs to the experts. If you can achieve a clean, uncluttered look, your piece is more likely to be successful.

The next pages give some design tips that will help you lay out your first publications.

It's also a good idea to keep a file of page designs that you like and model your own publications after them.

Plan ahead

Before even turning on your computer, you should answer some basic questions that influence the layout of your publication.

- *Who is the audience?* You'll want to design your publication to appeal to the people you want to reach. For example, a flyer advertising an investment seminar should have a different character than a flyer announcing a company picnic.
- *What's the objective of the piece?* Writing down the objective helps you keep focused on it.
- *What's the basic form of the document.* Do you need a one-page flyer, a partial-page card, or a multi-page newsletter?
- *How will the piece be distributed?* The answer to this question influences the form and page design you choose. For example, you don't have to leave room for an address on a piece that is mailed in an envelope.

Once you've answered the basic questions, begin designing your basic layout.

- *Put together a rough "dummy" of the piece.* The dummy can be full size or scaled down, but it should have the same general proportions as the finished piece. Put in the actual number of pages and an allowance for binding. Use the dummy to help you visualize the final form of your publication.
- *Choose an underlying structure for each page.* First, decide how many columns you want. Two or three columns work best for newsletters; one column for flyers and other announcements. Then, think about the position of headlines, captions, and images. Usually, they should span an entire column or group of columns.

Use a logical sequence

Design your page to make it easy for the reader to get your message.

- Decide which element on the page should be noticed first, and make that item dominate. Usually the dominant element will be a headline, but it may also be a piece of art.
- Arrange the other items on the page in order of importance. When reading, people's eyes move naturally from upper left to lower right, but other visual sequences can lead from light to dark, or from big to small.
- Use lines to help guide the reader's eye, or boxes to draw attention to special items. But be careful not to overuse these techniques.

Choose fonts carefully

The typefaces, styles, and sizes you choose have a substantial impact on the success of your publication. Simply by varying the font, you can make the same piece look traditional or modern, simple or complex, serious or whimsical. You can also make it easier or harder to read. Keep these points in mind when choosing fonts:

- Use 9 to 12 point type for text, 14 to 18 point for headings, and 24 point and above for large headlines and special effects.
- Usually, use no more than two different typefaces in a single publication, and no more than three different sizes. Use different styles (normal, bold, italic) and leading to create different levels of emphasis.
- Be careful how you mix fonts. Avoid pairing fat fonts with thin fonts, ultra-modern with traditional, and so forth. But, do look for some contrast—don't choose fonts that are *almost* the same.

Trust your judgment

When you have finished a piece, print it and look at it—up close and from a distance. Ask yourself these questions:

- *Does it look crowded?* If it does, remove redundant or insignificant elements. Add white space by increasing the margins, adding space between headings and text, or increasing the leading between baselines.

- *Does the most important idea stand out?* If not, consider increasing the size of the type that presents that idea, or use a line or box to emphasize it.
- *Is the piece well-balanced?* There should be comparable visual weight on both sides, and between the top and bottom.
- *Do all the elements seem to fit together?* If one element strikes a jarring note, modify or eliminate it.

More important than the answer to any single question is the overall effect. If each page is pleasing to your eye, you've probably achieved a good design.

Working with the templates

The templates on the Sampler Disk provide the basic page design for the seven sample layouts. If you want to use one of them, follow these steps.

- **If you have a printer that requires left and right margins larger than 1.00, publications created using the templates may not print correctly.**

To use a template:

1. Put the Sampler Disk in drive A and, if you don't have a hard disk, put a formatted disk in drive B.

2. Type:

   copy a:<filename> b:

   and press **Enter.**

   For <filename>, type the full name of the template file, for example, FLYER.PUB. If you have a hard disk, instead of B:, type the name of the drive and directory where you keep your publications.

3. Start First Publisher.

4. Choose **Get publication**, and get the template that you just copied.

The section for each sample layout lists the fonts that were used. If your MASTER.FNT file does not include them all, you can use FONTMOVE to add them. (See Appendix C.) Otherwise, First Publisher will substitute the closest font.

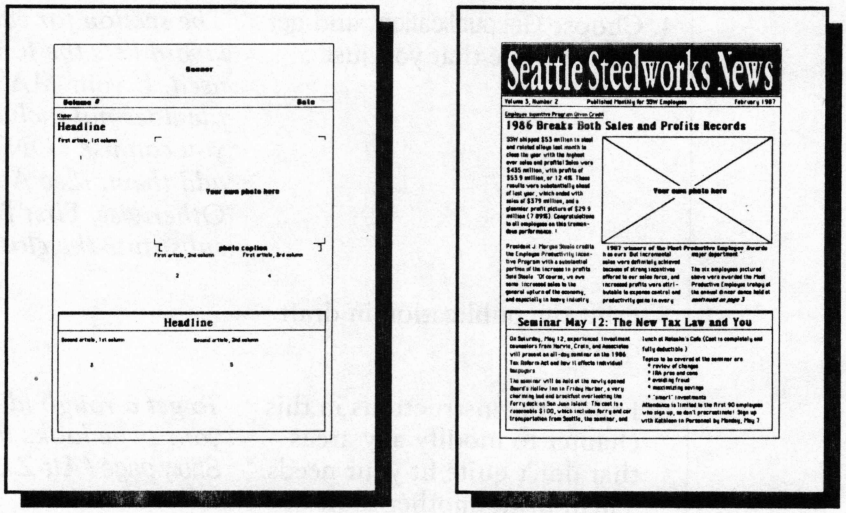
5. Print the publication in draft quality.

6. Follow the instructions in this chapter to modify any areas that don't quite fit your needs. Then, print another draft copy. It's easier to check your work in print.

To get a rough idea of what your page looks like, choose ***Show page*** *(**Alt-Z**).*

7. When your publication is complete, save it using a different name. Then print the final result.

A newsletter


Seattle Steelworks News
1986 Breaks Both Sales and Profits Records
Your own photo here
Seminar May 12: The New Tax Law and You
Headline
photo caption

Template name: NEWS.PUB

Corporations, non-profit organizations, and professional groups publish newsletters routinely. Newsletters can:

- tell people what's been happening around the office, or throughout the company
- reach people about special subjects that interest them

Newsletters often have more text on each page than other publications. Multiple column layouts (usually two or three columns) present a lot of text in a way that's pleasant to look at and easy to read. The sample newsletter (NEWS.PUB) combines a three-column and two-column format. To recreate the sample newsletter:

For	Use	From
Banner	Helvetica 36 Normal	MASTER.FNT
Headlines	New York 18 Bold	MASTER.FNT
Body text	Geneva 10 Normal	MASTER.FNT
Other text	Geneva 9 Normal	MASTER.FNT

Using the NEWS.PUB template

To recreate the sample newsletter, follow these steps:

1. Print a copy of the NEWS.PUB template, in draft quality, to look at while you read this section. Then, erase any comments from the screen.

2. Create a banner by typing the newsletter name anywhere on the page in Helvetica 36 Normal using graphics text.

   Read Chapter 5 for more information on using text as a graphic.

3. Draw a selection box around the name and use the hand tool to place it in the upper left hand corner of the banner outline.

4. Choose **Resize** and stretch the name to fit the space shown on the template.

5. With the name still selected, choose **Invert** from the Art menu.

6. Put final touches on the banner using **Magnify** to smooth out each letter in the newsletter title.

   *Try to make only minor changes to each letter with **Magnify**. If you change too much, you may erase some of the stylistic differences unique to each font; smooth out only the most jagged edges.*

7. Using graphics text, type the volume and issue numbers and/or date for your newsletter in Geneva 9 Normal. Select the text and use the hand tool to position it in the space between the banner and body of the newsletter

Check your printed template for the exact position.

8. Type the headlines and text for your newsletter articles.

As you type, the text flows as follows: columns one and two of top article; followed by column one of the second article; then column three of the first article; and lastly, column two of the bottom article. Check the printed template—the numbers in the columns tell you the order of the text flow.

9. If your articles run longer than the space provided on the page, using graphics text type a *continued on page xx* message on the last baseline available for each article. On the page where the article resumes, start off with the message *continued from page xx*.

You can do several things to fit your text in the space provided. You can select the text and choose a smaller (or larger) point size or normal (or bold) style. You can manually hyphenate words by typing a hyphen where you want the word to break, followed by a space. You can also adjust the baselines making them slightly wider (or narrower).

10. In the space outlined on the template you can either place an illustration yourself, or have a printer drop in a picture or photograph (sometimes called a *halftone*) in the space you indicate on the page. To show the printer where to place the image, draw a selection box of the same size, and using the straight line tool, draw two diagonal lines in the box.

11. Type a caption for your illustration in Geneva 9 Normal using graphic text. Move the text into place with the hand tool, centering it under your illustration.

Designing your own newsletter

When you're ready to work on your own, keep the following points in mind when you design your newsletter.

Designing a newsletter banner

Newsletter banners, like company logo designs, should tell the reader something about the publication they're about to read. A banner can include just the newsletter name or it can include images like a company logo or an illustration relating to the newsletter's subject.

- Whichever style you choose for your banner, the newsletter name should be the first thing the reader sees.
- Stretch the banner across the entire page, and make sure it doesn't extend down more than one-third of a page. Use **Resize** to experiment with different sizes until you find the one that suits you.
- Use the same banner for each issue of your newsletter. People will look for your newsletter simply by looking for its banner.

Once you've settled on a banner design, use **Save art** from the Art menu. Then you can use it in the next newsletter issue.

Changing the number of columns

Changing the number of columns on a page adds variety, emphasizes certain sections, and makes the newsletter attractive and easy to read. The points that follow describe how to layout a page like NEWS.PUB with a three-column article followed by a two-column article.

Changing the number of columns on a page requires some planning ahead and a lot of moving and zeroing of baselines. (Chapter 6 discusses moving and zeroing baselines.) Adjust as many baselines as you can before typing any text on the page, so you can concentrate on the overall design of the page without being distracted by the text.

- First, set the overall page design by choosing **Define page** from the Page menu.
  - In the **Columns** box, type the maximum number of columns that you want on the page. For example, NEWS.PUB uses both two and three columns, so you would type 3 in the **Columns** box.
  - Type the leading for the font you will use for the newsletter body text (Chapter 6 shows the best leading for fonts included with First Publisher) and specify .25 inch for the gutters.
- Then, modify the page design by adjusting the baselines.
  - Choose **Use rulers** from the Page menu. The rulers help when you start moving baselines around.
  - Make room for your newsletter banner by choosing **Adjust below** and dragging the baselines in all three columns down, so the first line is just under the banner.
  - To make room for the first article's headlines, drag columns two and three several lines lower on the page than column one. Then, use **Adjust single** to extend the first few baselines in column one across the page for headlines.

- **When planning headlines, let them stretch across all the columns in the article. This balances the page and alerts your reader that the columns underneath make up a single article.**

- Plan where you want to put the first article's illustrations. For example, in NEWS.PUB columns two and three of the top article start below a photograph.
  - To make space for illustrations that fill several columns, choose **Adjust below** and drag the columns out of the way.
  - To make space for smaller illustrations, draw a selection box for each one and choose **Picturewrap** to adjust the baselines around the space automatically.

This completes the layout of the first, three-column article on the page.

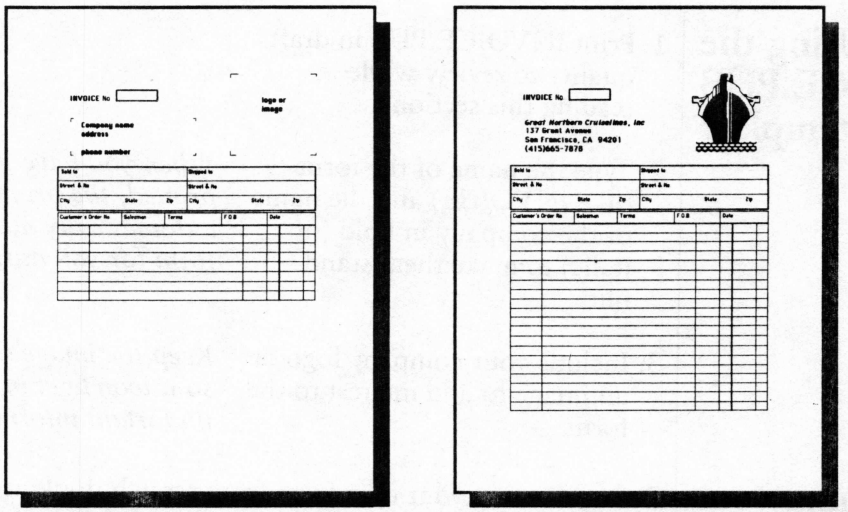
To change to a two-column article at the bottom of the page, decide where on the page you want the second article to start, then choose **Adjust below** to zero out the baselines in column one below that point.

- Using **Adjust below**, select the baseline in column two directly below the last baseline in column one and drag it down slightly.
  - Grab the left handle of the baseline and drag it to the left margin of column one.
  - Drag the right handle of the same baseline until it lines up with the center of the page (Check the rulers as you go.)
- Select the same baseline in column three and drag it down the page as well. (Drag this baseline a little farther if you intend to have a headline that stretches across both columns.)
  - Drag the left handle of that baseline so it lines up with the center of the page as well.
- Adjust both columns to leave ¼ inch space for the gutter.
- Use **Adjust single** to stretch the first line of the new column one across the page for a headline.

The flow of the text for this layout will be the same as described on the previous page: the first two columns of the top article come first, then the first column of the bottom article, next the third column of the top article, and finally the second column of the bottom article.

- Emphasize the two-column article by drawing a box around it.
  - Use **Adjust below** to shorten the baselines for the article to make room for the box, leaving about ⅛ inch margin on the left and right sides.
  - Use the box drawing tool and **Move in steps** to draw a box so it lines up exactly with the margins of the page.
  - You can create a nice effect by drawing a thicker line along the top of the box. Use **Magnify** to touch up the corners where the line and the box meet.

Business forms



Template name: INVOICE.PUB

Office supply stores offer forms for just about every purpose. However, you may not find one that really suits the way you do business. With First Publisher, it's easy to create your own business forms that work the way you do. You can create:

- forms you use all the time and have them printed
- a form you use only once, for a special event

For	Use	From
Company name	Geneva 12 Italic	MASTER.FNT
Address	Geneva 12 Normal	MASTER.FNT
Field names	Geneva 9 Normal	MASTER.FNT
Image	Oceanliner	LEISURE.MAC

Using the INVOICE.PUB template

1. Print INVOICE.PUB in draft quality to review while reading this section.

2. Type the name of the form (like *INVOICE*) and the name of the company in bold (or italic) to make them stand out.

   When you have your forms printed, the printshop can automatically number each form for you during printing.

3. Include your company logo or an image to add interest to the form.

   Keep the image or logo small so it won't get in the way of the important information.

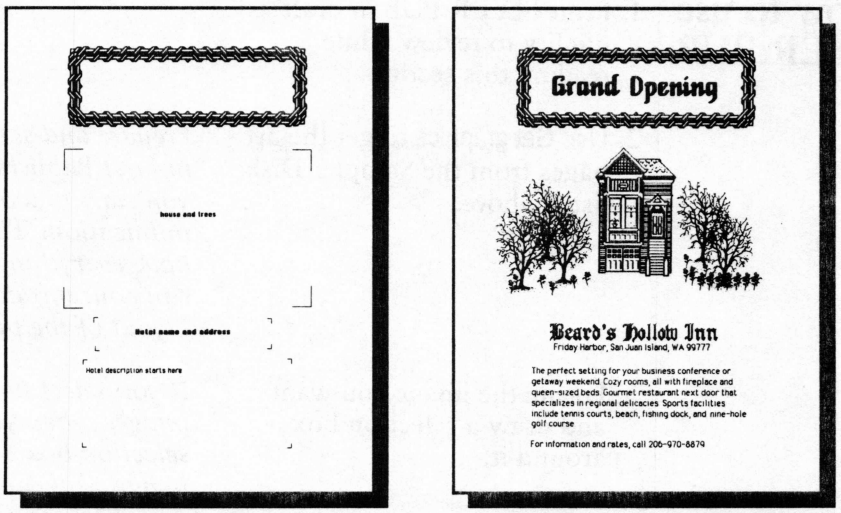
Designing your own form

Before creating your own form from scratch, look at some forms you have used in the past. You may already have a form that only needs a small change to be useful to you. This step can save you a lot of time figuring out how to layout the information you need on the form.

Keep in mind the following points when you design a form:

- Leave enough room in each area (or *field*) on the form for the information that will be written or typed into that area.
- Make sure the form clearly states who it is from and what it is for.
- Group similar information together and separate the groups using heavier lines or boxes.
  - For example, information like customer name, address and telephone number, or vendor name and account number can be grouped by drawing a box in a medium line width.
- To draw a series of parallel rules, either horizontal or vertical, select Move in steps, specify your grid size, and draw the rules at even intervals, using the grid as a guide.
- Type the field names in graphics text, select them, and use the hand tool to move them into place.
- Use the smallest font available so that the field names won't take up much room.

A flyer


house and trees
Hotel name and address
Hotel description starts here
Grand Opening
Beard's Hollow Inn
Friday Harbor, San Juan Island, WA 99777
The perfect setting for your business conference or getaway weekend. Cozy rooms, all with fireplace and queen-sized beds. Gourmet restaurant next door that specializes in regional delicacies. Sports facilities include tennis courts, beach, fishing dock, and nine-hole golf course.
For information and rates, call 206-970-8879

Template name: FLYER.PUB

Flyers can be very effective if you keep the design simple so your message stands out. Flyers can announce:

- company events such as picnics, meetings, and news
- promotional events or special offers
- a new business venture

Flyers usually include more, or simply larger, graphics than other publications. So be prepared to spend more time working with the images in your flyer and less time with the text.

For	Use	From
Banner headline	Venice 14 Bold	EXTRA.FNT
Inn name	London 18 Normal	EXTRA.FNT
Body text	Chicago 12 Normal	EXTRA.FNT
Flowers	Cairo 18 Normal	EXTRA.FNT
Banner border	Ornate border	provided
House image	Victorian house	PUBLICAT.MAC
Tree images	Leafless tree	PERSONAL.MAC

How to use FLYER.PUB

1. Print FLYER.PUB in draft quality to review while reading this section.

2. Use **Get graphics** to get the art pages from the Sampler Disk listed above.

Prepare and save your images in First Publisher format before you start to work on your publication. That way, you'll have everything ready and you can concentrate on the actual layout of the publication.

3. Locate the image you want and draw a selection box around it.

If you select portions of other images when you draw a selection box around the image, you can erase unwanted lines before you save it, or later when you place the art image.

4. Choose **Save art** from the Art menu to name and save each image.

5. After saving the images, start with the "Grand opening" banner. Type your headline in Venice 14 Bold using graphics text. Draw a selection box around the headline and use **Resize** to stretch it to the right size.

6. Use **Magnify** to clean up the jagged edges on each letter.

   You can also move the letters of your headline slightly closer together.

Each character of a font is designed with an ideal space between it and the next character. When you use **Resize** *to increase the size of the headline, however, the space between the letters also increases. To improve the overall look of your headline, select each letter and move it closer to the others.*

7. Select the headline and move it inside the border provided on the template.

See the section Creating a border *for more detailed instructions on creating borders.*

8. Get the Victorian house image you saved earlier and place it in the upper left hand corner of the space shown on the template. While the house is still selected, choose **Resize** to stretch the house to fill the whole space.

9. Get and place the first tree where shown on the right side of the house. Use **Duplicate** to create the four additional trees surrounding the house. Place each tree by itself on the page for now, making sure they don't overlap. When you have all the trees, place them one at a time around the house.

10. Choose **Cairo** font and use graphics text to type flowers around the house.

The upper case characters x, y, z, and zero produce flowers. See Appendix C for a complete chart of the Cairo font.

11. Using graphic text, type the hotel name in London 18 Normal. Select the hotel name and use **Resize** to make it the right size.

12. Type the remaining text in the flyer as regular text. Use **Adjust below** to check that your baselines start just below the hotel name.

Use Chicago 12 Normal for the hotel's address and Chicago 12 Normal for the description.

Designing your own flyer

Flyers serve many purposes, and the design tips in the following sections apply to most flyers.

Creating a promotional flyer

When designing a promotional flyer, keep the following points in mind:

- Decide what you plan to offer your customers, and make sure that the offer stands out on the page.
  - Use the largest font for the offer, or call attention to it by putting a border around the phrase.
- Use only two or three different typefaces in your design. More than three can confuse and distract the reader.
  - You can add variety to the page when you use only one typeface (New York, for example) by varying the size and style for effect. This keeps the design clean and simple.
- Draw attention to your flyer by placing a strong, eye- catching image in a dominant position on the page. An image like this can deliver your message to your reader more quickly than lots of words.
  - Keep the text of the flyer to a minimum—say only enough to sell your offer.
  - The text should grab the reader's attention and provide enough information to act on your offer. Don't forget key information like phone numbers, addresses, time limits, or price.
  - Ask for the sale. Give your reader a reason to act on your offer (known as a *call to action*) in your text. Tell your reader to "act today", or that "supplies are limited". Encourage your reader to act on your offer immediately.

Creating a border

Flyers often use borders to call attention to important information. You complete a border around a page or banner by clipping and combining a border image.

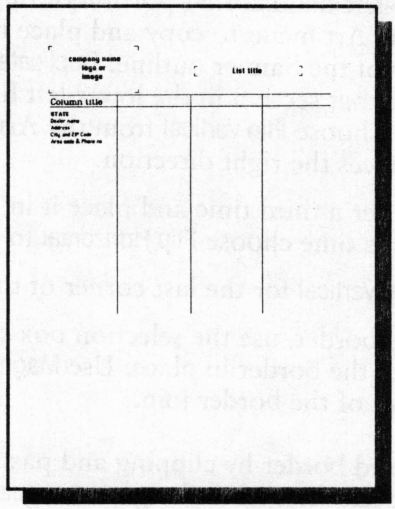
To create the border used in the FLYER.PUB template:

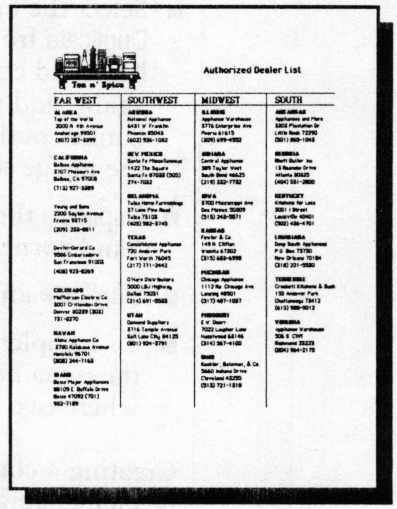
- Get the border image from PUBLICAT.MAC on the Sampler Disk and place it on a free space on the page.

- Select the upper-left hand corner portion of the border and use **Duplicate** from the Art menu to copy and place it in the upper-left hand corner of the banner outline. **Duplicate** the corner again, and place that section in the lower-left hand corner of the banner outline. Choose **Flip vertical** from the Art menu to turn the image so it faces the right direction.
- **Duplicate** the corner a third time and place it in the lower-right hand corner. This time choose **Flip Horizontal** to turn the image.
- **Duplicate** and **Flip vertical** for the last corner of the border.
- To complete the border, use the selection box to clip and paste the remainder of the border in place. Use **Magnify** to touch up where two pieces of the border join.

Creating a completed border by clipping and pasting sections can be challenging. Check the overall design for repeats in the pattern and select sections that match as closely as possible. Alternatively, you could select a complete border (the optional First Publisher art collections have many complete borders) and resize it to fit your headline.

Dealer list





Template name: LIST.PUB

Organizing lists can be a challenge—people want to find the information they need quickly and easily. You can help by:

- grouping the items on a list in categories, and placing each group in a separate column
- using a bold font style for the first line of each new group of items

This sample is an authorized dealer list for an appliance manufacturer. The same list format can be used for many different kinds of lists. For example, you could list employees by the departments in which they work.

For	Use	From
Logo	Venice 14 Bold	EXTRA.FNT
List title	Geneva 14 Bold	MASTER.FNT
Column heads	Geneva 14 Bold	MASTER.FNT
State names	Geneva 9 Bold	MASTER.FNT
List items	Geneva 9 Normal	MASTER.FNT
Logo image	Spice rack	LEISURE.MAC

Using the LIST.PUB template

1. Print a copy of LIST.PUB in draft quality to review while reading this section.

2. Create a company logo using any combination of fonts and images available with First Publisher, and then save it. Use **Get art** and place your logo in the space indicated on the template.

   See the section on business stationery for information on creating logos.

3. Type the title of your list, at the top of the page.

4. Type the first region, or category name, in the space provided on the template.

5. Begin typing your list.

   If you plan to use a layout identical to the template, use Geneva 9 Bold for each state name, followed by the dealers' names and addresses in each state in Geneva 9 Normal.

Designing your own list

Creating a list

Lists can effectively organize text and numbers. Keep the following design tips in mind as you layout your own list.

- Keep the top of the page simple so your reader doesn't have to search for the title of your list.
- Include a company logo if you have one, so customers can easily identify you.

- Decide how many columns you want in the list. Use **Define page** to specify that number, and select a gutter size that gives you the widest possible column.
  - The maximum number of columns that you can comfortably fit on a page is four. If you want to use more columns, design your list to appear on facing pages.
  - Use **Adjust column** to change the width of any column. Narrow a column first before you widen the column next to it.
- Choose **Adjust below** to move the columns on the page down to make room for your logo design.
  - The first line of column one will be used for the title of the list. Move the remaining columns down one line and choose **Adjust single** to stretch the first baseline of column one across the page.
  - While that baseline is still selected, choose **Center** from the baselines menu to center your title over your list, if you want.

Drawing horizontal and vertical lines

- Choose **Move in steps** when drawing horizontal and vertical lines—you can keep the lines straight and end each line at the same grid point.
- Choose **Use rulers** and note the centers of each gutter between columns. Using the rulers as a guide, draw your lines to separate your column heads, columns, and to outline your list.
  - If you're drawing long lines with a mouse, press **F10** to activate the mouse and then drag the mouse along without holding down a mouse button. When you reach the end point for your line, make sure it doesn't have any zigs or zags in it. (The Arrow keys work well at this point to help straighten out a crooked line.) Then, press **F10** again.

Ending a column on a list

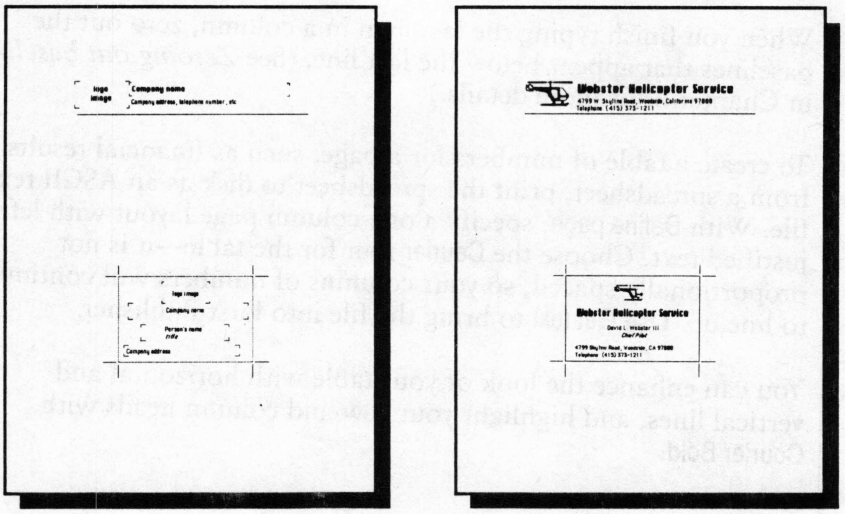
When you finish typing the last item in a column, zero out the baselines that appear below the last line. (See *Zeroing out baselines* in Chapter 6 for more details.)

Creating a table of numbers

To create a table of numbers for a page, such as financial results from a spreadsheet, print the spreadsheet to disk as an ASCII text file. With Define page, specify a one-column page layout with left justified text. Choose the Courier font for the table—it is not proportionally spaced, so your columns of numbers will continue to line up. Use Get text to bring the file into First Publisher.

You can enhance the look of your table with horizontal and vertical lines, and highlight your row and column heads with Courier Bold.

Business stationery and cards



Template name: BUSINESS.PUB

You can use First Publisher to design all the stationery and special paper needed for your business correspondence. You can design:

- letterhead stationery
- business cards
- office notepads
- envelopes

This template shows just one way you could design a logo and letterhead for your business. For other ideas, flip through a business magazine and look for other companies' logos. Let your own sense of design and knowledge of your business be your guide.

For	Use	From
Letterhead:		
Company name	Chicago 12 Bold	EXTRA.FNT
Address and phone	Geneva 10 Normal	MASTER.FNT
Business Card:		
Company name	Chicago 12 Bold	EXTRA.FNT
Name	Geneva 10 Normal	MASTER.FNT
Title	Geneva 9 Italic	MASTER.FNT
Address	Geneva 9 Normal	MASTER.FNT
Telephone	Geneva 9 Normal	MASTER.FNT

Using the BUSINESS.PUB template

1. Print a draft copy of BUSINESS.PUB to review while reading this section.

The letterhead and business card are combined on one template.

2. Erase the portion of the template you don't want to work on, and save it with a new name.

For example, if you're working on the letterhead, select the business card template and use Cut from the Art menu.

3. Using graphics text, type and place your company logo, business address and phone number, along with any other information you feel should be included (telex or DUNS numbers), where shown on the template.

While the company name should be easily read, it should not be so large that it overpowers the rest of the page. If you need more room, draw a selection box around the line and move it out of the way.

Use only graphics text when typing on the letterhead and business card, so you can position individual letters, words, or lines of text for the best overall design.

The business card uses the same layout techniques as the stationery. The template is sized for a standard 3½ by 2 inch business card. The L shaped marks at the four corners, called *crop marks*, are used by the printer when trimming the finished cards. Leave these marks on the final artwork.

1. Follow the steps below to create a logo.

If you use a large typeface like New York 36, shrink it enough to fit on a business card. You'll need to use **Magnify** *from the Art menu to touch up the letters to smooth them out.*

2. Erase the dotted lines on the template (used as guide lines to help you during layout) before you print the finished card.

Remember to leave the crop marks on the finished design.

3. Use a printing service to print both your letterhead and business cards.

Creating a company logo

First Publisher can use graphic pages from many popular "paint" programs. You can have a company logo designed for you by a professional artist and given to you on disk to use in your stationery and business card designs.

Or, you can design your own company logo. First Publisher Business Symbols is filled with abstract designs, symbols, and a special typeface created just for logos. There are hundreds of thousands of possible designs from this portfolio.

Keep these tips in mind to help you in your design:

- Most companies use a special image along with a unique type style to create their company's "logo". The logo is then used on all printed materials created for the business. Choose a simple image that says something about your business, something that you want people to remember.
- Your logo, and the stationery you use it on, will be most effective if you keep them simple and uncluttered. Don't combine too many images, or overuse lines or boxes.

- Type your company name as graphics text. If it isn't the right size for the logo design, draw a selection box around the name, choose Resize from the Art menu, and shrink or stretch the name until it fits the space you have. Use Magnify to clean up each letter, if necessary.

Using color in your designs

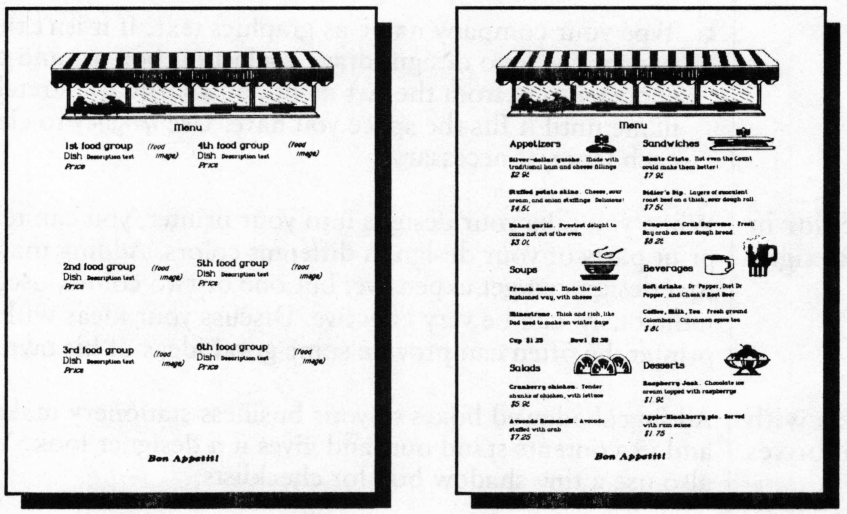
When you take your designs into your printer, you can tell him to print parts of your design in different colors. Adding many colors to a design can get expensive, but one or two colors, used judiciously, can be very effective. Discuss your ideas with your printer, he often can provide some good ideas of his own.

Special effects with shadowed boxes

Adding shadowed boxes to your business stationery makes the box and its contents stand out, and gives it a designer look. You can also use a tiny shadow box for checklists.

To make the shadow, first draw the box. Then, draw a line with the thickest width along the bottom and right side of the box, so that the original box line merges with the thick line. To make a larger shadow, draw two overlapping thick lines. Use the eraser tool and Magnify to fix the corner of the box.

Restaurant menu



Template name: MENU.PUB

Many restaurants like to change their menu frequently, as often as once a week or even every day. With First Publisher, it takes only a few short steps to change dishes or prices and reprint a new menu.

This template shows a single-page luncheon menu for a small restaurant, with just a few dishes in each category. First Publisher might also be used to print the daily specials.

For	Use	From
Cafe name	Chicago 12 Bold	EXTRA.FNT
Menu titles	Toronto 14 Bold	EXTRA.FNT
Dish names	Toronto 14 Normal	EXTRA.FNT
Dish description	Toronto 9 Normal	EXTRA.FNT
Prices	Toronto 12 Italic	EXTRA.FNT
Cafe image	Green Street Cafe	provided
food images (opt.)	Various foods	LEISURE.MAC

Using the MENU.PUB template

1. Print MENU.PUB in draft quality to review while reading this section, and then erase the comments from the page.

   Refer to the draft printout for positioning images and text.

2. You can modify the picture at the top of the page to include the name of the restaurant.

   See Modifying images to suit your needs *for a complete explanation.*

3. Type the name of the first food category in Toronto 14 Bold. Type each dish and its description in Toronto 9 Normal. When you complete a category, use **Adjust below** to move the baselines about a half inch lower on the page.

   Creating a visible break between categories of food will make the menu easier to read. Adjusting baselines instead of pressing the carriage return several times gives you greater control of the space between categories.

4. Type **Bon Appetit** on the last baseline on the page. Use **Adjust single** to strech the baseline across the page and center the text with Alt-X.

Designing your own menu

An illustrated menu can be very appealing to your guest's eyes.

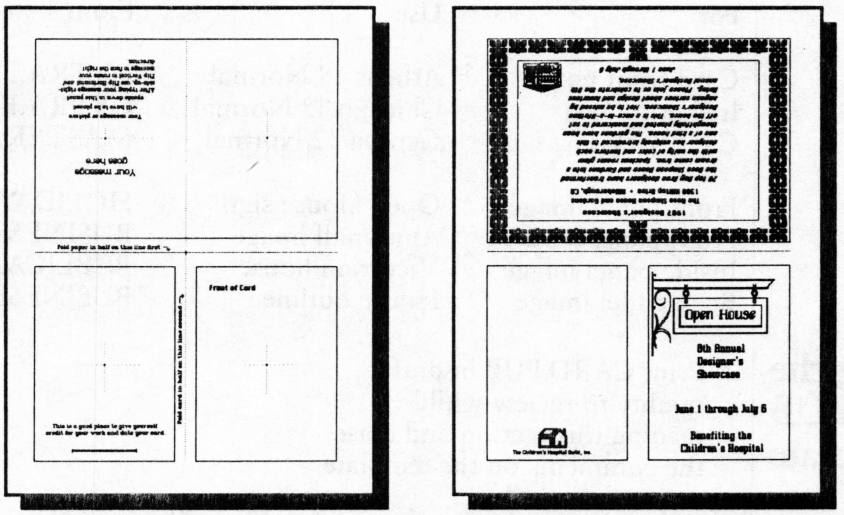
- In the same way that illustrations in a cookbook help the cook decide which dish to prepare, a well drawn image can help your guests decide what to order.
- Use images sparingly, however. If you use too many images, the page becomes cluttered and difficult to read.

Modifying images to suit your needs

The original image used in this template had the word cafe written above the awning. This was replaced with the words **Green St. Bar & Grille.**

- To replace this section of the image, first erase the section you want to modify by drawing a selection box around it and pressing Del.
  - □ You could also use the eraser tool or **Magnify.**
- In a free space on your page, use graphics text to type the new name in Chicago 12 Bold, draw a selection box around it, and choose **Invert** to reverse the lettering and the background.
- With the image still selected, use the hand tool to move the restaurant name into place. Then, use **Resize** to fit it into the space.
- Blend the block into the black background, using **Magnify** to fill in any extra white spaces.

Greeting card



Template name: CARD.PUB

Publishing your own invitations and greeting cards can be very rewarding. A personalized invitation can say just what you want it to, right down to individual messages for each of your guests.

This template makes it easy for you to make personalized invitations or greeting cards for any occasion. The instructions on the template guide you in preparing the artwork and a message for a two-way folded card. This card is created entirely using graphics text and images.

Once completed, you can print your invitation on colored paper. (Some stationery stores even have perforated computer paper in many different colors.) When folded, your invitation will fit in a greeting card envelope which you can purchase at any stationery store.

For	Use	From
Card front text	Athens 18 Normal	EXTRA.FNT
Invitation text	Chicago 12 Normal	EXTRA.FNT
Card back text	Geneva 12 Normal	MASTER.FNT
Front panel image	Open House sign	HOLIDAY.MAC
Front panel border	Any small image	BUSINESS.MAC
Inside panel image	Victorian house	PUBLICAT.MAC
Back panel image	House outline	BUSINESS.MAC

Using the CARD.PUB template

1. Print CARD.PUB in draft quality to review while reading this section and erase the comments on the template so you can work.

2. Prepare your art files by using **Get graphics** to get each art page listed above. Select each image and use **Save art** to save it for later.

   From BUSINESS.MAC select one of the small images to create a border for the inside panels of the invitation.

3. Use **Get art** to get the Open House image you saved earlier. Place it in the upper-left hand corner of the front section.

   Each quarter-page section on the template will become a different panel of the invitation. The lower right hand corner is the front of the invitation.

4. Type your front panel message in Athens 18 Normal using graphics text.

   If the text isn't exactly where you want it, select it and use the hand tool to reposition it on the card face.

5. Using the small image you selected from BUSINESS.MAC, create a border for the inside panel (top half of the page) of the invitation.

   See Creating a border from an image *later in this section for more information.*

6. Position the graphics text cursor (arrow) in the upper left hand section of the greeting card. Type the message for the inside of your invitation in Chicago 12 Normal.

If you plan to include an image, place the image in this section first and type your text around it. (Picturewrap doesn't work with graphics text.)

7. When your message looks just the way you want, draw a selection box around it and use **Flip horizontal** and **Flip vertical** to turn your message facing upside-down.

When your card is folded, this message will be facing the right direction.

8. You can use the back of the card to give yourself credit. Still using graphics text, type a message, your name or any hallmark you wish in this section. Use the hand tool to move the text where you want it.

9. Be sure to erase all guide and fold lines from the page before you print the final card.

Designing your own card

You can use greeting cards for invitations, birthdays, holidays, get well cards—all with a personal touch.

Creating a border from an image

There are many borders available in the First Publisher art portfolios, but you may decide you want to create one of your own. Many borders are simply a single repeated image that surrounds the page. Just about any small image can become a border, but the best borders are created with simple images.

The BUSINESS.MAC file on the Sampler Disk has many small images that would work as a border.

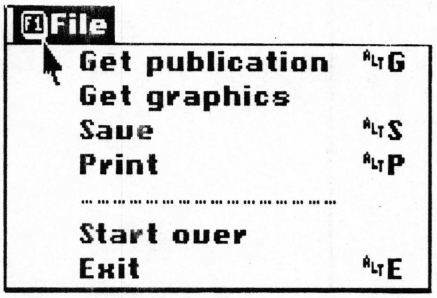
- Use Get graphics to review the images on this page and select one you like to create a border. Draw a selection box around it and save it with Save art.
  - Use Get art to get your image and place it in one of the corners of the page.
    - Start a border in a corner and work your way across and then down the page.
- To create the border, use Duplicate and place each new copy of the image next to the last one.
  - You really only need to create one corner of a border. When your border extends halfway across and down the page, draw a selection box around it, and use Duplicate to place a copy in the next corner. Using Flip horizontal or Flip vertical, turn the border to face the right direction.

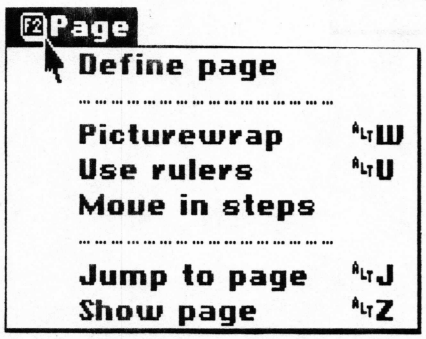
A: Speed keys and menus

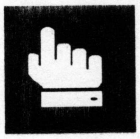
Speed keys

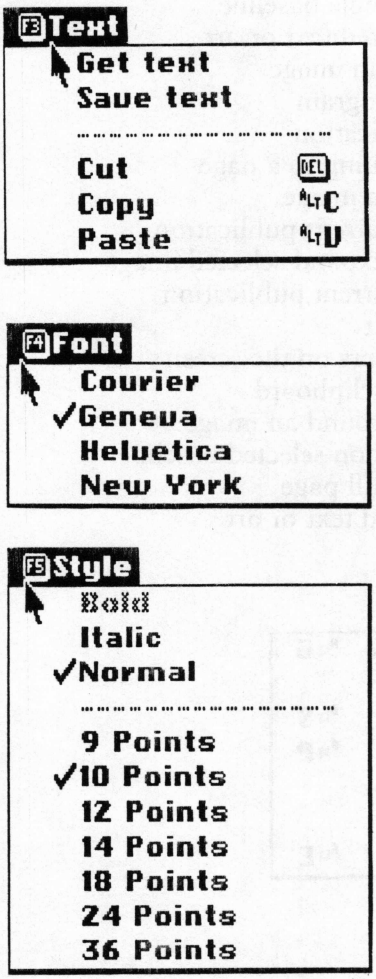
Press	To
Alt-A	Adjust a single baseline
Alt-C	Copy selected text or art
Alt-D	Duplicate an image
Alt-E	Exit the program
Alt-G	Get a publication
Alt-J	Create or jump to a page
Alt-M	Magnify an image
Alt-P	Print the current publication
Alt-R	Shrink or expand selected image
Alt-S	Save the current publication
Alt-T	Realign text
Alt-U	Display rulers on the screen
Alt-V	Paste from clipboard
Alt-W	Run text around an image
Alt-X	Center text on selected baseline
Alt-Z	Show the full page
Del	Cut selected text or art

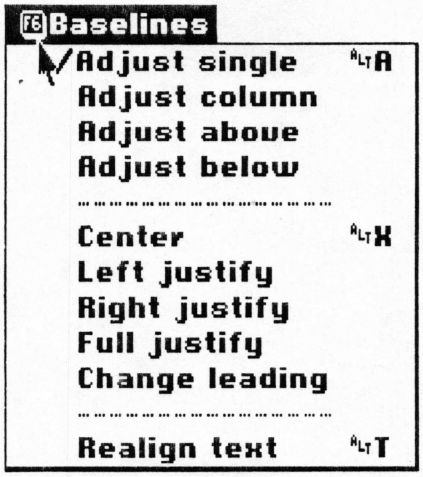
Pull-down menus

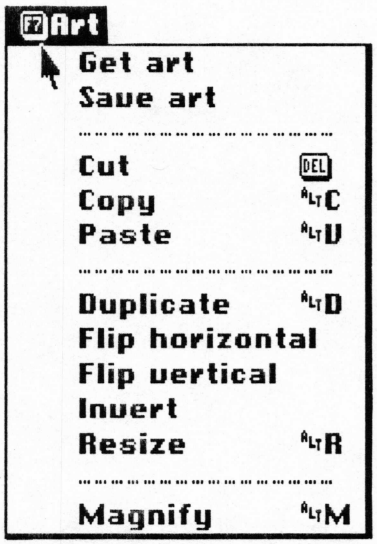







Text
Get text
Save text
Cut
Copy
Paste
Font
Courier
Geneva
Helvetica
New York
Style
Bold
Italic
Normal
9 Points
10 Points
12 Points
14 Points
18 Points
24 Points
36 Points


F6 Baselines
Adjust single ALT A
Adjust column
Adjust above
Adjust below
Center ALT X
Left justify
Right justify
Full justify
Change leading
Realign text ALT T


F7 Art
Get art
Save art
Cut DEL
Copy ALT C
Paste ALT V
Duplicate ALT D
Flip horizontal
Flip vertical
Invert
Resize ALT R
Magnify ALT M

B: Before you begin

This appendix explains what you need to do before you use First Publisher. It shows you how to:

- make spare copies of the First Publisher disks
- customize First Publisher to work with your computer, printer, and mouse
- copy First Publisher to a hard disk
- use a mouse

Backing up First Publisher

Before you use First Publisher for the first time or install it on a hard disk, make spare copies (called backups) of the First Publisher master disks. First Publisher is not copy-protected, which means that you can make copies for personal use only—NOT to give to somebody else.

What you need

To make a backup copy of First Publisher, you need:

- The First Publisher Program, Fonts, Laser Support and Sampler disks (called the *source*)
- Four blank, formatted disks for copying First Publisher (called the *target*)
  - Label one blank disk **Program Backup Disk**, another **Fonts Backup Disk**, another **Laser Support Backup Disk**, and the fourth **Sampler Backup Disk.**

If you have 3½ inch disks, the Program and Fonts are on one disk. You'll need three blank, formatted disks — one for the First Publisher Program/Fonts disk, one for the Laser Support Disk, and the third for the Sampler Disk.

What to do

The steps for making a backup depend on your computer setup—whether you have one diskette drive with a hard disk or two diskette drives. Follow the appropriate steps for your computer.

With a hard disk

1. Turn on your computer and switch to drive A by typing: **A:** at the C> prompt and pressing **Enter.**

2. Type: **diskcopy a:** and press the **Enter** key.

3. Insert the original Program Disk in drive A and press any key when you're ready.

DOS copies as much of the original Program Disk as it can, and then asks you to insert the target (or blank disk you labelled Program Backup Disk) in drive A.

4. Remove the original Program Disk and insert the blank disk in drive A. Press any key.

If DOS prompts you for the source disk again, insert the original Program Disk in drive A. Then when DOS prompts you for the target disk, insert the Program Backup Disk in drive A.

When it's finished copying the Program Disk, DOS asks you if you want to copy another disk.

Repeat these steps for the Fonts Disk, Laser Support Disk, and Sampler Disk. After copying the disks, put the four original First Publisher disks in a safe place and use the backup copies to continue. You're now ready to set up First Publisher. Start with the steps in the section, *Setting up First Publisher.*

Without a hard disk

1. Put your DOS disk in drive A and turn your computer on.

Fill in the date and time if you are asked to. The DOS prompt (A>) then appears.

2. Remove the DOS disk and insert the original Program Disk in drive A and insert the Program Backup Disk in drive B.

3. At the DOS prompt, type: **copy** *.* b: and press the **Enter** key.

DOS copies all the files from the First Publisher Program Disk to the disk in drive B.

Repeat steps 2 and 3 for the Fonts Disk, Laser Support Disk, and Sampler Disk. If you have 3½ inch disks, you only need to follow the steps three times—once for the First Publisher Disk, again for the Laser Support Disk, and again for the Sampler Disk. After copying the disks, put the original First Publisher disks in a safe place and use the backup copies to continue. You're now ready to set up First Publisher. Start with the steps in the section, *Setting up First Publisher.*

■ **Never write-protect a First Publisher backup disk. First Publisher needs to be able to write on the disks.**

Setting up First Publisher

Before you can start, you must tell First Publisher what kind of printer you have and install your mouse, if you have one. If you have a hard disk, you should copy First Publisher onto your hard disk before you install the printer or mouse.

Copying First Publisher to a hard disk

You'll want to put a copy of First Publisher on your hard disk before you set up the program for your equipment.

First, create a directory for First Publisher, which reserves an area on your hard disk just for First Publisher files. Only First Publisher program files should be kept in this directory. You should create other directories for storing the publications you prepare with First Publisher. The following sections explain how to create a directory for First Publisher and a directory for your files.

Creating a directory

To create a directory for First Publisher:

1. Make sure you are at the DOS *root directory* by typing: **cd** and pressing **Enter.**

   You should see the C> prompt on the screen.

2. Type: **md\pub** and press **Enter** to make a directory called PUB.

3. Type: **cd\pub** and press **Enter** to change to that directory.

Installing First Publisher

To copy (install) First Publisher to your hard disk, follow these steps:

1. Make sure you are in the directory you created for the First Publisher program files. (Type: **cd \pub** and press **Enter**, if necessary.)

2. Insert the First Publisher Program Disk in drive A.

   If you have 3½ inch disk drives, the First Publisher files and fonts are on one disk. You only need to complete through step three.

3. Type: **copy a:*.*** and press **Enter**.

   This copies all the files on the disk in drive A to the current hard disk directory.

4. If you have 5¼ inch disks, remove the Program Disk and insert the Fonts Disk in drive A.

5. Type: **copy a:*.*** and press **Enter**.

   This copies all the files on the Fonts Disk to the hard disk directory.

Repeat steps 1 through 3 to copy the Sampler Disk to your hard disk.

From now on, you can start First Publisher from the hard disk. At the C> prompt, change to the PUB directory (type: **cd \pub** and press **Enter**). Then type: **fp** to start First Publisher.

Making a work directory

You should also make a directory for your work. How many directories you make depends on how you prefer to work. You can:

- create a directory for each new publication, copying just the art and text files you need for that publication to the directory

- create several directories: one for all your art; one for all your text, and another (a working directory) for laying out your publications

To create a directory for your own files:

1. Make sure you are at the DOS *root directory* by typing: **cd** and pressing **Enter.**

   You should see the C> prompt on the screen.

2. Type: **md** followed by a name for the directory (for example, **md\july**) and press **Enter.**

   After you start First Publisher, you can switch to this directory to get and save files. Type the directory name in the Path *box in the Get and Save dialog boxes. For example, type:* **c:\july.**

Selecting a printer

You need to tell First Publisher which printer you will be working with. If you have a laser printer, read Appendix E for instructions. Follow the steps for your computer:

With a hard disk:

1. Make sure you are in the PUB directory (type: **cd\pub** and press **Enter,** if necessary).

2. At the DOS prompt for the \PUB directory, type: **printer** and press **Enter.**

   A numbered list of printers appears. Press **Enter** *to see more printers.*

3. Type the number that corresponds to your printer type after Printer number and press **Enter.**

4. Type the number that corresponds to your printer port after Printer port and press **Enter.**

You do not need to follow these steps again, unless you change to a different dot matrix or laser printer.

Without a hard disk:

1. Place the Program Disk into drive A and the Fonts Disk into drive B.

   If you have 3½ inch drives, insert the First Publisher Disk in drive A and a data disk in drive B.

2. At the A> prompt, type: **printer** and press **Enter.**

   A numbered list of printers appears. Press ***Enter*** *to see more printers.*

3. Type the number that corresponds to your printer type after Printer number and press **Enter.**

4. Type the number that corresponds to your printer port after Printer port and press **Enter.**

You do not need to follow these steps again, unless you change to a different dot matrix or laser printer.

Installing a mouse

First Publisher works with a Logitech, Microsoft, or Mouse Systems mouse. Each time you turn on your computer, you must start the program that works the mouse before you start First Publisher.

Read your mouse manual to make sure the mouse is properly installed and connected to your computer. To make a mouse work, you need to run the "mouse driver" program that came with your mouse.

To use this mouse	Run this program
Microsoft Mouse	MOUSE.COM
Mouse Systems PC Mouse	MSMOUSE.COM
LOGIMOUSE	MOUSE.COM

If you have a hard disk, copy the mouse driver program to the \PUB directory. If you don't have a hard disk, insert the disk containing the mouse driver program in drive A. Type the command(s) that run the mouse driver before you start First Publisher. Your mouse manual explains what commands to type.

Start First Publisher as usual.

- **If you have a hard disk and use an AUTOEXEC.BAT file, you can include a command that runs the mouse driver program each time you turn on your computer. Your mouse manual should explain how to use the AUTOEXEC.BAT file with your mouse.**

Maximum file size without a hard disk

To keep track of editing changes, First Publisher creates a temporary work file (PUBLISH.WRK) on the Fonts Disk, or on the First Publisher Disk if you're using 3½ inch disks. This file must always be available, which is one reason why you can't remove the Fonts disk from drive B if you're using 5¼ inch disks, or from drive A if you're using 3½ inch disks.

The size of your publication file, then, is limited by the amount of blank space available on the Fonts Disk (or First Publisher Disk for 3½ inch drives).

It is very important to keep about 40K of blank space on the disk, or else First Publisher won't have any room to create the temporary file.

If you have 5¼ inch drives and you want to create additional space for the work file, copy the FP.OVL file from the Fonts Disk onto a new disk. Then, use FONTMOVE (see Appendix C) to create a MASTER.FNT file with the minimum number of fonts you need. Copy the new MASTER.FNT file to the new disk and use the new disk instead of the Fonts Disk.

C: Using fonts

This appendix explains how to add or change fonts on the Font menu using a program called FONTMOVE, included on the Program Disk. This appendix starts with a brief overview of what each command does and then explains step by step what to do. It also shows what the different fonts look like.

Using fonts

A font in First Publisher is one typeface, one size, and one style. For example, Monaco 9 pt. normal is one font. The fonts that First Publisher uses are contained in the MASTER.FNT file on the Fonts Disk. There is also a font file called EXTRA.FNT on the Sampler Disk, containing extra fonts. You can add these fonts to First Publisher when you need them. You can also use all the fonts on the Laser Support Disk, even with a dot matrix printer.

Starting FONTMOVE

FONTMOVE is a program you use outside of First Publisher. To use FONTMOVE, you need the Program Disk, Fonts Disk, and a disk with additional fonts on it (such as the Sampler Disk or the Executive Fonts Disk). Follow the steps for your computer to start FONTMOVE.

Without a hard disk

1. Make sure you see the A> prompt on the screen and that the Program Disk is in drive A and the Fonts Disk in drive B.

   If you have 3½ inch disks, place the First Publisher Disk in drive A and the Sampler Disk or other fonts disk in drive B.

2. Type: **fontmove** and press **Enter**.

   The FONTMOVE screen appears with a list of commands you use to create new font files or modify existing font files.

3. Follow the steps for the task you want to do in the sections later in this chapter.

With a hard disk

1. Make sure you are in the \PUB directory where you have copied First Publisher.

2. Type: **fontmove** and press **Enter.**

   The FONTMOVE screen appears with a list of commands you use to create new font files or modify existing font files.

3. Follow the steps for the task you want to do in the sections later in this chapter.

■ **When using FONTMOVE and font disks, be sure to use the backup copies, in case the files get damaged in the process. Then, you'll always have the original files to make another backup copy.**

Overview of FONTMOVE commands

The commands you use in moving fonts from one file to another are listed at the top of the screen after you start FONTMOVE. Each command is described briefly below. You get a command by pressing the function key listed next to it.

Command	What it does
F2 - Dir	Lists all the available files with the extension .FNT. To then see the fonts in one of the files, use the Show command.
F3 - Show	Shows all the fonts in a font file you select. The fonts shown can be copied, changed, or deleted from the file.
F4 - Destination	Allows you to choose a font file where you can copy fonts from another file
F5 - Create	Creates a new font file. You can create customized font files to fit your needs.

F6 - Copy	Copies the selected font to the destination file.
F7 - Change	Changes the typeface name, size name, style name, and/or printer names of the selected font.
F8 - Erase	Erases the selected font.
F9 - Compact	Removes the empty space left by fonts you erased.
F10 - Quit	Returns to DOS.

Adding fonts to the Font menu

First Publisher starts with four items on the Font menu and ten items on the Style menu. You can add additional fonts from the EXTRA.FNT file on the Sampler Disk, from the Laser Support Disk, or from the optional First Publisher font collections you can purchase. The Fonts menu lists the typefaces currently in the file called MASTER.FNT. To add typefaces to the Fonts menu, you add fonts to this file.

You could also create several font files. To use one of them, using the DOS COPY command, copy the MASTER.FNT file to MASTER.SAV, and then copy one of the font files to MASTER.FNT.

■ **If you have a two drive system, the number of items you can have on a menu depends on the amount of space on the disk. On a two drive (5¼) system, First Publisher needs at least 40K free space on the Fonts Disk as working space. The font file First Publisher uses (MASTER.FNT) is kept on the Fonts Disk and is already at the maximum size, while still reserving 40K free space. To make room for an additional font, you must replace an existing font. See the next section for steps to follow.**

With a hard disk

1. Start FONTMOVE as described in the section *Starting FONTMOVE*.

2. Press **F2** and type the drive and/or directory containing the fonts you want to add, and then press **Enter**.

   If you have a font file on a separate disk, place that disk in drive A and type: ***A:****.*

   First Publisher displays a list of files with the extension .FNT.

3. Press **F3** and type the name of the font file containing the font(s) you want to copy, and then press **Enter**.

   First Publisher lists the fonts in the font file you chose. Press ***PgDn*** *to scroll through the list.*

4. Press **F4** and type the name of the file where you want to copy the new font—the destination file.

   First Publisher uses the file called MASTER.FNT to get the fonts for Font and Style menus. You can copy fonts into MASTER.FNT, or create a separate, special purpose font file, which you can use as a master font file.

   If the destination file doesn't exist yet, use **Create** *to create it first. First Publisher automatically makes it the destination file. See the section* Creating a new font file.

5. Use the **Up** or **Down Arrow** keys to highlight the font you want to copy and press **F6**.

   First Publisher copies the font to the destination file.

6. Repeat step 5 until you've copied the fonts you want.

■ **If you start First Publisher and you get a message that First Publisher can't use the font file, you may have copied too many fonts. Erase infrequently used fonts and start First Publisher again.**

Without a hard disk

1. Start FONTMOVE as described in the section *Starting FONTMOVE.*

2. Press **F2** and type the drive containing the fonts you want to add, and then press **Enter.**

   If you have 5¼ inch drives, remove the Program Disk from drive A and insert the disk containing the fonts and then type: ***A:****.*

   If you have 3½ inch drives, insert the disk containing the fonts in drive B and then type: ***B:****.*

   First Publisher displays a list of files with the extension .FNT.

3. Press **F3** and type the name of the font file containing the font(s) you want to copy, and then press **Enter.**

   First Publisher lists the fonts in the font file you chose. Press ***PgDn*** *to scroll through the list.*

4. Press **F4** and type the drive and name of the file where you want to copy the new font—the destination file.

First Publisher uses the file called MASTER.FNT to get the fonts for the Font and Style menus. On a two drive system, instead of copying fonts into MASTER.FNT, you can create several special purpose font files. When you want to use one of these files, copy the MASTER.FNT file to MASTER.SAV on another disk using the DOS COPY command. Then, copy the special purpose font file to MASTER.FNT on the Fonts Disk using the DOS COPY command.

If the destination file doesn't exist yet, use **Create** *to create it first. First Publisher automatically makes it the destination file. See the section* Creating a new font file.

5. Use the **Up** or **Down Arrow** keys to highlight the font you want to copy and press **F6**.

First Publisher copies the font to the destination file.

6. Repeat step 5 until you've copied the fonts you want.

Replacing fonts on the Font menu

To use additional fonts if the Font menu is full, replace one font on the Font menu with another. First Publisher uses the MASTER.FNT file to get the names of the fonts for the Font menu. To replace a font, you erase a font from this file and then add a new one.

■ **Erasing a font removes it permanently from the font file. Always use a spare copy of your font files when using FONTMOVE.**

To replace a font on the Font menu:

1. Start FONTMOVE as described in the section *Starting FONTMOVE.*

2. Press **F2** and type the drive or directory containing the font file you want to work on, and then press **Enter.**

   If you have 5¼ inch drives, the MASTER.FNT file is in drive B. If you have 3½ inch drives, the MASTER.FNT file is in drive A.

   First Publisher displays a list of files.

3. Press **F3** and type the name of the font file containing the font you want to replace. (MASTER.FNT is the name of the font file First Publisher uses to get the names of the fonts for the Font menu.)

   First Publisher lists the fonts in the font file.

4. Use the **Up** or **Down Arrow** keys to highlight the font you want to replace, then press **F8.**

   FONTMOVE erases the font from the file.

5. Press **F9** and type the name of the font file where you just erased the font.

   This removes the blank space left by the erased font.

6. Follow the steps in the section *Adding fonts to the Font menu* to replace the erased font.

Creating a new font file

You can create a complete font file. For example, you may use a certain set of fonts for one publication and then use another set of fonts for another publication. You can switch between the font files for each publication. Before you start First Publisher, use the DOS COPY command to change the name of the font file—the one you want to use must have the name MASTER.FNT.

To create a new font file:

1. Press **F5** and give the file a name with the extension .FNT.

   First Publisher makes this file the destination file.

2. Follow the steps in the section *Adding fonts to the Font menu* to add fonts to the new file.

Changing a font's name or size

You can rename a font, style, size name, or printer name. This only changes the names that appear on the menus—it does not change the font itself.

1. Press **F3** and type the name of the file containing the font you want to rename.

   FONTMOVE lists the fonts in that file.

2. Highlight the font you want to rename.

3. Press **F7** to change the font.

   FONTMOVE asks for the new name of the font.

4. Type a new name for the font and press **Enter**.

   If you don't want to change the name of the font, press ***Enter*** *without typing anything.*

   FONTMOVE asks for the new point size name.

5. Type a new name for the point size and press **Enter.**

   This changes the name only, not the actual point size for the font. If you don't want to change the name of the point size, press **Enter** *without typing anything.*

6. Type a new name for the style and press **Enter.**

   If you don't want to change the name of the style, press **Enter** *without typing anything.*

7. Type a new name for the printer name and press **Enter.**

   If you don't want to change the name of the printer name for the font, press **Enter** *without typing anything.*

   FONTMOVE lists the fonts again, this time with your changes made.

■ **On diskette systems, your publication size is limited by the amount of working space left on the Fonts disk. To make more working space so that your publication can be larger, you can erase unused or little-used fonts from the MASTER.FNT file. Follow the steps for erasing a font in *Replacing fonts on the Font menu.***

What the fonts look like

Courier Normal 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier Normal 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier Italic 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier Italic 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier Bold 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier Bold 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Normal 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Italic 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Bold 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Normal 14 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Italic 14 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Geneva Bold 14 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Also available in 10 and 12 pt. normal, italic, bold.

Helvetica Normal 18 pt.
abcdefghijklmnopqrstuvwxyz123456
ABCDEFGHIJKLMNOPQRSTUVWX

Helvetica Normal 24 pt.
abcdefghijklmnopqrstuvwx
ABCDEFGHIJKLMNOPQR

Helvetica Normal
36 pt.
abcdefghijklmnop
ABCDEFGHIJKL

New York Normal 9 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Normal 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Italic 10 pt.
abcdefghijklmnopqrstuvwxyz12345
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Normal 12 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Bold 12 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Normal 14 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Italic 14 pt.
abcdefghijklmnopqrstuvwxyz12345
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Bold 14 pt.
abcdefghijklmnopqrstuvwxyz12345
ABCDEFGHIJKLMNOPQRSTUVWXYZ

New York Normal 18 pt.
abcdefghijklmnopqrstuvwxyz12
ABCDEFGHIJKLMNOPQRSTUVW

New York Italic 18 pt.
abcdefghijklmnopqrstuvwxyz12
ABCDEFGHIJKLMNOPQRSTUVW

New York Bold 18 pt.
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVW

New York Normal 24 pt.
abcdefghijklmnopqrstu
ABCDEFGHIJKLMNOPQRST

New York Italic 24 pt.
abcdefghijklmnopqrstu
ABCDEFGHIJKLMNOPQRST

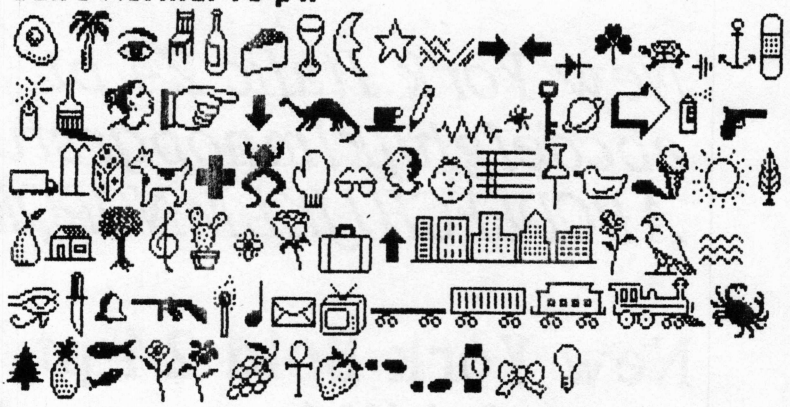
New York Bold 24 pt.
abcdefghijklmnopqrstu
ABCDEFGHIJKLMNOPQRS

New York Normal
36 pt.
abcdefghijklmno
ABCDEFGHIJKL

EXTRA.FNT

Athens Normal 18 pt.
abcdefghijklmnopqrstuvwxyz1234
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Cairo Normal 18 pt.



Chicago Normal 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Chicago Italic 12 pt.
abcedfghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Chicago Bold 12 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

London Normal 18 pt.
abcdefghijklmnopqrstuvwxyz123456
ABCDEFGHIJKLMNOPQRSTU

Los Angeles Bold 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Monaco Normal 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Monaco Italic 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Monaco Bold 18 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Also available in 9 pt. normal, italic, bold.

New York Bold
36 pt.
abcdefghijklmn
ABCDEFGHIJKL

Seattle Normal 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Seattle Italic 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Seattle Bold 10 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Normal 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Italic 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Bold 9 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Normal 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Italic 12 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Normal 14 pt.
abcdefghijklmnopqrstuvwxyz12345678
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Toronto Italic 14 pt.
abcdefghijklmnopqrstuvwxyz1234567
ABCDEFGHIJKLMNOPQRSTUVWXYZ

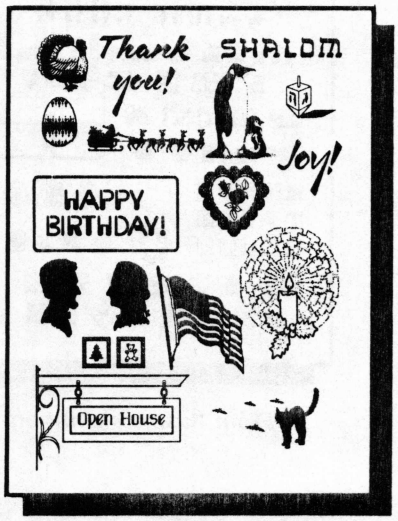
Venice Normal 14 pt.
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Venice Bold 14 pt.
abcdefghijklmnopqrstuvwxyz12345678
ABCDEFGHIJKLMNOPQRSTUVWXYZ

D: Images

This appendix shows what's on the Sampler Disk that came with First Publisher. The Sampler Disk includes some art pages of images taken from other First Publisher Art collections.

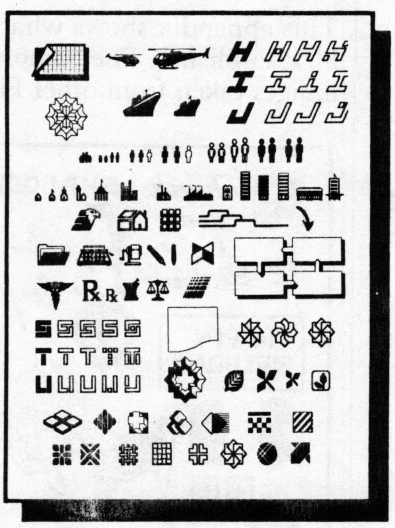
Art pages



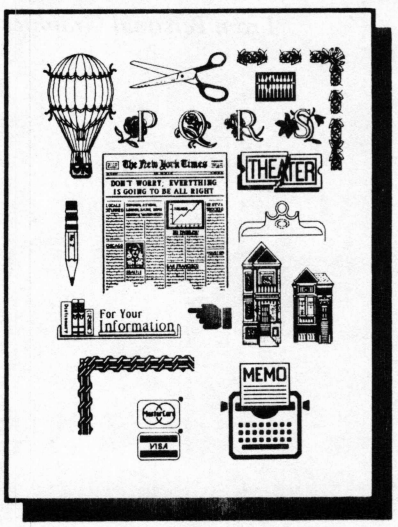
From Holidays

From Personal Graphics

From Leisures & Lifestyles

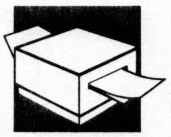


From Business Symbols



From Publications

E: Laser Support



First Publisher's Laser Support lets you take advantage of the high quality fonts that laser printers offer.

It works with the:

- Hewlett-Packard LaserJet, LaserJet +, and LaserJet series II with either the 92286 B or F cartridge
- Apple LaserWriter, LaserWriter Plus, or other PostScript compatible printers

These two types of printers will be called the *LaserJet* and the *LaserWriter* from now on.

The exact steps for installing laser support differ depending on which type of printer you have. Consult either the LaserJet or LaserWriter section in this appendix. Lists and samples of the available laser fonts follow the LaserWriter section.

We recommend that you install laser support on a computer with a hard disk. If your computer doesn't have one, the installation procedure requires some extra steps. See *Without a hard disk* in the section for your printer.

The master font file

The fonts that First Publisher lists on the Font and Style menus are stored in a master font file named MASTER.FNT. When you create or get a publication, only the fonts in MASTER.FNT are available.

The master font file that comes with First Publisher contains fonts for printing with a dot matrix printer. To use your laser printer's high resolution fonts, you replace the original master font file with a font file from the Laser Support Disk. You rename the laser font file for your printer to MASTER.FNT when you copy it to your hard disk.

To avoid overwriting the original dot matrix font file, you can rename it before copying the laser font file. Then, if you want to continue using the dot matrix fonts in the original font file, you can add them to the laser version of MASTER.FNT with the FONTMOVE program.

Dot matrix fonts

By having both dot matrix and laser fonts in MASTER.FNT, you can choose from a greater variety of type styles, print in larger sizes on a LaserJet, and print publications designed for a dot matrix printer in their original fonts.

When printed on a laser printer, curves and slanted lines in the characters of dot matrix fonts won't be as smooth as their laser font counterparts. You can improve dot matrix characters by choosing Smoothed at the Print dialog box.

Smoothing improves the appearance of dot matrix fonts (and graphics) on LaserJet +, LaserJet series II, and LaserWriter printers.

The LaserJet

To install support for a LaserJet on a computer with a hard disk, complete the steps that follow. Then, see the section *LaserJet tips* for some practical suggestions.

■ **Make sure you have copied First Publisher to your hard disk before beginning. (See Appendix B.)**

If you don't have a hard disk, complete the steps in the section *Without a hard disk*. Also, be sure to read the *LaserJet tips* section.

With a hard disk

To install laser support:

1. Start your computer and, if necessary, change to the DOS drive and directory where you copied the First Publisher program files.

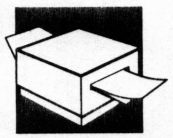
   For example, when you see the DOS prompt for the root directory of your hard disk, type:

   cd\pub

2. To avoid overwriting the dot matrix font file, rename it.

   For example, at the DOS prompt in the \PUB directory, type:

   ren master.fnt dotmatrx.fnt



3. Put your backup copy of the Laser Support Disk in drive A and, at the DOS prompt, type:

   copy a:hplaser.fnt master.fnt

To add dot matrix fonts:

Use the FONTMOVE program as explained in Appendix C to copy fonts from DOTMATRX.FNT into MASTER.FNT.

In addition to the four laser typefaces, the Font menu has room for eleven dot matrix typefaces.

Without a hard disk

In these steps, *Fonts Disk* refers to your backup copy of the 3½ inch Program and Fonts Disk or the 5¼ inch Fonts Disk.

To install laser support:

1. Copy the file MASTER.FNT from the Fonts Disk to another disk, renaming it DOTMATRX.FNT as you make the copy.

   For example, put the Fonts Disk in drive A and the other disk in drive B. At the DOS prompt for drive A, type:

   copy a:master.fnt b:dotmatrx.fnt

2. Copy the file HPLASER.FNT from the Laser Support Disk to the Fonts Disk. Rename HPLASER.FNT to MASTER.FNT as you make the copy.

   For example, leave the Fonts Disk in drive A and put the Laser Support Disk in drive B. At the DOS prompt for drive A, type:

   copy b:hplaser.fnt a:master.fnt

   The laser font file must overwrite the dot matrix font file on the Fonts disk.

3. (Optional) If you want to continue using a dot matrix font, copy it from DOTMATRX.FNT to the laser version of MASTER.FNT. Use FONTMOVE to copy the fonts you want. (See Appendix C for instructions on using FONTMOVE.)

■ **If you add dot matrix fonts to MASTER.FNT, be careful to leave about 40K free on the Fonts Disk. First Publisher needs this space to keep a temporary copy of the publication you're working on.**

LaserJet tips

Before printing with First Publisher and your LaserJet, make sure you run the PRINTER program and select the option that corresponds to both your LaserJet *model* and the *cartridge* you will use. (See Appendix B for instructions on selecting your printer.)

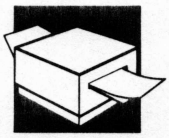
Also check that your printer is properly connected to your computer and ready to print. If your LaserJet is a serial model connected to COM1 or COM2, be sure to initialize the serial port when you start your computer. For example, if you're using COM1, include the following command in your AUTOEXEC.BAT file or type it at the DOS prompt: **mode com1:96,n,8,1,p**

No cartridge

If you don't have the B or F font cartridge, you can still print in your LaserJet's high resolution internal fonts. Install laser support as explained in the previous sections. Then:

If you have a	You can use
LaserJet	HP Courier 10 pt. normal
LaserJet + or series II	HP Courier 10 pt. normal HP Lineprinter 8 pt. normal

The other HP laser fonts are printed as if they were lower resolution, dot matrix fonts.



Limited memory

The original LaserJet model does not have as much graphics memory as the LaserJet + or series II. Because of its limited memory, you may not be able to print a full page of text that has graphic images near the bottom. To avoid this problem, try to keep all your graphics in the top three-quarters of the page.

If you run out of memory when printing, press the Continue (CONT) button on the front of the LaserJet. The excess graphics are then printed on the next page.

Printer error conditions

In general, most LaserJet error conditions can be corrected by pressing the Continue (CONT) button on the front of the printer.

Print reduction

First Publisher prints at 72 dots to the inch, but the LaserJet operates in increments of 75, 150, and 300 dots to the inch.

Therefore, some material printed on a LaserJet is reduced by 4%. This reduction affects graphics, graphics text, and text that is printed in dot matrix fonts. It does not affect text printed in laser fonts.

The LaserWriter

To install support for a LaserWriter on a computer with a hard disk, complete the steps that follow. Then, see the section *LaserWriter tips* for some practical suggestions.

■ **Make sure you have copied First Publisher to your hard disk before beginning. (See Appendix B.)**

If you don't have a hard disk, complete the steps in the section *Without a hard disk*. Also, be sure to read the *LaserWriter tips* section.

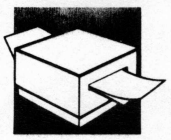
With a hard disk

To install laser support:

1. Start your computer and, if necessary, change to the DOS drive and directory where you copied the First Publisher program files.

   For example, when you see the DOS prompt for the root directory of your hard disk, type:

   cd\pub



2. To avoid overwriting the dot matrix font file, rename it.

   For example, at the DOS prompt in the \PUB directory, type:

   ren master.fnt dotmatrx.fnt

3. Put your backup copy of the Laser Support Disk in drive A and, at the DOS prompt, type:

   copy a:aplaser.fnt master.fnt

4. (Optional) If you want to use the Helvetica 36 point normal font, copy it from DOTMATRX.FNT into MASTER.FNT with FONTMOVE. (See Appendix C for instructions on using FONTMOVE.)

   With your LaserWriter, this font will print as a high resolution laser font rather than as a dot matrix font. It was not included in APLASER.FNT to save room on the Laser Support Disk.

To add dot matrix fonts:

Use the FONTMOVE program as explained in Appendix C to copy fonts from DOTMATRX.FNT into MASTER.FNT.

In addition to the three laser typefaces, the Font menu has room for twelve dot matrix typefaces.

Without a hard disk

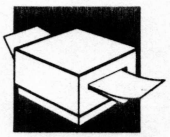
In these steps, *Fonts Disk* refers to your backup copy of the 3½ inch Program and Fonts Disk or the 5¼ inch Fonts Disk.

To install laser support:

1. Copy the file MASTER.FNT from the Fonts Disk to another disk, renaming it DOTMATRX.FNT as you make the copy.

   For example, put the Fonts Disk in drive A and the other disk in drive B. At the DOS prompt for drive A, type:

   copy a:master.fnt b:dotmatrx.fnt



2. Delete MASTER.FNT from the Fonts Disk.

For example, leave the Fonts Disk in drive A. At the DOS prompt for drive A, type:

del master.fnt

3. **If you have 5¼ inch disks:** Copy the three PostScript files, SMOOTH.PS, LASERDEF.PS, and UARTPAT2.PS from your Program Disk to your Fonts Disk.

For example, leave the Fonts Disk in drive A and put the Program Disk in drive B. At the DOS prompt for drive A, type:

copy b:*.ps a:

You copy these files to the Fonts Disk because it remains in the drive when First Publisher prints. First Publisher needs access to the files during printing.

If you have 3½ inch disks, this step isn't necessary because the program and font files are on one disk, which remains in the drive during printing.

4. Use FONTMOVE to create an empty master font file on the Fonts Disk. Name the new file MASTER.FNT. (See Appendix C for instructions on using FONTMOVE.)

5. Use FONTMOVE to copy the laser fonts you want to use from the file APLASER.FNT on the Laser Support Disk to the new MASTER.FNT file.

Because of limited space, the Fonts Disk can't hold all the LaserWriter fonts.

6. (Optional) If you want to use the Helvetica 36 point normal font, use FONTMOVE to copy it from DOTMATRX.FNT into the laser version of MASTER.FNT.

With your LaserWriter, this font will print as a high resolution laser font rather than as a dot matrix font. It was not included in APLASER.FNT to save room on the Laser Support Disk.

7. (Optional) If you want to continue using a dot matrix font, use FONTMOVE to copy it from DOTMATRX.FNT to the laser version of MASTER.FNT.

■ **As you add fonts to MASTER.FNT, be careful to leave about 40K free on the Fonts Disk. First Publisher needs this space to keep a temporary copy of the publication you're working on.**

LaserWriter tips

Before printing with First Publisher and your LaserWriter, be sure you run the PRINTER program and select the option that corresponds to your LaserWriter model. (See Appendix B for instructions on selecting your printer.)

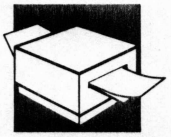
Also, make sure your printer is properly connected to your computer and ready to print. Check that the switch on the LaserWriter is set for 9600 baud.

We recommend that you use First Publisher to print your publications on a LaserWriter.

Initializing the serial port

In order to print with First Publisher on your LaserWriter, you must initialize the serial port each time you start your computer. First Publisher includes batch files that perform this task.

To initialize your computer's serial port, type the appropriate command at the DOS prompt of the drive or directory where the First Publisher program files are located.



Type	For a
setcom1	LaserWriter attached to COM1
setcom2	LaserWriter attached to COM2

Both batch files set the mode for 9600 baud.

LaserJet fonts

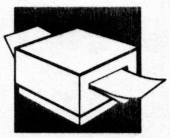
The following table lists the point sizes and styles available in First Publisher's LaserJet typefaces.

Typeface	Point Size	Normal	Bold	Italic
HP Courier	10	x		
HP HELV	14		x	
HP Lineprinter	8	x		
HP TMS RMN	8	x		
	10	x	x	x

LaserWriter fonts

The following table lists the point sizes and styles available in First Publisher's LaserWriter typefaces.

Typeface	Point Size	Normal	Bold	Italic	Bold Italic
Courier	10	x	x	x	
	12	x	x	x	x
Helvetica	7	x			
	9	x			
	10	x	x	x	
	12	x	x	x	x
	14	x	x	x	x
	18	x	x	x	x
	24	x	x		x
	36	x		x	
	48	x		x	
Times	9	x			
	10	x	x	x	x
	12	x	x	x	x
	14	x	x	x	x
	18	x	x	x	
	24	x	x	x	x
	36	x		x	
	48	x		x	



Font samples

The following are some examples of First Publisher's high resolution laser fonts.

LaserJet

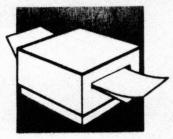
HP Courier 10 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

HP HELV 14 pt. bold
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

HP Lineprinter 8 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

HP TMS RMN 10 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

HP TMS RMN 10 pt. italic
abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ



LaserWriter

Courier 10 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Courier 10 pt. italic
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Helvetica 10 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Helvetica 10 pt. italic
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Times 10 pt. normal
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Times 10 pt. italic
abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXY

F: Using SNAPSHOT

First Publisher includes two programs, called SNAPSHOT and SNAP2ART, for turning screens from other graphics programs into .ART files. SNAPSHOT acts as an instant camera. You start SNAPSHOT at the DOS prompt before you start the other program. Then, you start the program containing the screen or image you want to take a picture of. SNAP2ART develops the picture into a .ART file.

Starting SNAPSHOT

Without a hard disk:

1. Place the First Publisher Program Disk in drive A.

   If you have a 3½ inch disk, place the First Publisher disk in drive A.

2. At the A> prompt, type **snapshot** and press **Enter.**

With a hard disk:

1. Make sure you are in the PUB directory where you have installed First Publisher.

2. Type **snapshot** and press **Enter.**

   This loads SNAPSHOT's "film" into your computer's memory.

Taking a picture

Start the other software program and bring to the screen the image you want to turn into an .ART file. Then, follow these steps to take a picture of the screen:

1. When you have the screen you want to take a picture of, press **Shift-PrtSc** (or the hot key, if you've defined one—see the section *Defining a hot key*).

   The bleeping noise you hear is SNAPSHOT taking an instant picture of the current screen. If you hear a buzzing noise instead of a bleep, SNAPSHOT could not take the picture. If you have a Hercules card, SNAPSHOT can only take a picture of graphics screens.

You can take only one snapshot at a time. Develop one picture before taking another.

2. To develop your picture, exit the other software program and re-insert the First Publisher disks or return to the PUB directory.

Developing the picture

1. At the DOS prompt, type: **SNAP2ART** followed by a name for the picture and press **Enter**.

If you do not give the snapshot a name, First Publisher gives it the name SNAP.ART

SNAP2ART displays the picture on the screen and a Help screen on top of the picture. You can crop the picture (see the next section) or save it as it is.

2. Type **r** to remove the Help screen.

3. Type **e** to save the snapshot as an .ART file and exit the program.

First Publisher saves the .ART file with the name you gave it when you started SNAP2ART (or with SNAP.ART if you didn't give it a name) on the disk in drive A or in the PUB directory.

Type **q** *to quit SNAP2ART without saving the picture.*

You can then get the screen shot using Get art from the Art menu. Once the screen shot is displayed, you can edit it like any other .ART file.

If you have a color card

If you have a color card and you take a picture of a multiple color screen, SNAPSHOT makes the background white and the other colors black, creating a black image on a white background. If the image is backwards, use Get art from the Art menu to get the image, select it, and then choose Invert from the Art menu. This creates a white image on a black background.

If you have a Hercules card

If you have a Hercules card, you may take a picture of a screen and find that SNAPSHOT doesn't "develop" the picture. The Hercules card has two pages (labeled page 0 and page 1) for screen graphics and only one page is active at a time. Normally, the page used is 0, but in certain situations page 1 is used. The graphics program you are using may be working with the other page.

If you take a snapshot and develop a screen shot and it is not what you expected, try installing SNAPSHOT for page 1.

To use page 1, type: **snapshot 1** when you start SNAPSHOT. (SNAPSHOT normally uses page 0.)

If you also want to define a hot key, type: **snapshot k1**.

Cropping the picture

SNAP2ART displays the entire screen, but saves only the image inside the flashing box. The maximum horizontal width is 720 pixels. You can define the portion you want to save by cropping the picture.

To move the top left corner, type **t** and use the **Arrow** keys to move the flashing box. To move the bottom portion, type **b** and use the **Arrow** keys to move the bottom right corner of the box.

To get back the Help screen, type **?**.

When you have the image you want, type **e** to save it. SNAP2ART saves the picture and returns you to DOS.

Defining a hot key

You can define a key that you can use to snap the picture instead of using **Shift-PrtSc**.

1. Start SNAPSHOT by typing **snapshot k** and pressing **Enter**.

   SNAPSHOT then asks you to type the key you want to use instead of ***Shift-PrtSc****.*

2. Type the key you want to use.

   Be careful to select a key that will not interfere with other programs.

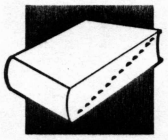
3. Start the graphics program with the image you want to take a picture of.

4. When the image is on the screen, press the hot key to snap the picture.

   You'll hear a bleeping noise when the picture is taken, or a buzzing noise if the picture cannot be taken. You can take only one snapshot at a time. Develop one picture before taking another.

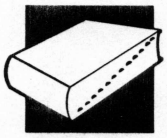
5. Follow the steps above for developing the picture.

G: Glossary

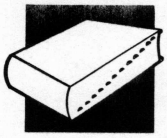


active disk drive	The active disk drive is where First Publisher stores or retrieves your publication files. It is the drive (and path if you have a hard disk) that you see in the Path box in Get or Save dialog boxes.
ASCII	ASCII refers to a standard file format. An ASCII file created by one software program can be read and used by another.
autoleading	First Publisher automatically shrinks or enlarges the space between lines of text to allow the appropriate leading for the largest font on the lines.
baselines	Think of baselines as the lines on a writing pad. First Publisher places text on top of them. Unlike the static lines on a writing pad, First Publisher's baselines can be stretched or shrunk and moved around on the screen.
box tool	The box tool works on the graphics overlay. It's used for drawing boxes or rectangles.
clipboard	A clipboard is an invisible storage area where First Publisher keeps a duplicate of whatever you erase or copy using the Cut or Copy commands. There's a clipboard for text and one for graphics.
cursor	The cursor marks the spot on the page where text will be placed. It looks like a thin vertical line.
desktop publishing	Desktop publishing means using a microcomputer and printer as publishing tools to make printed material more readable through the use of multicolumn layouts, graphics, and different sized typefaces.
eraser tool	The eraser tool works on the graphics overlay; it's used for erasing graphics.
font	A font consists of all the characters of one typeface in one size and one style.
FONTMOVE	FONTMOVE is a program that runs outside of First Publisher. It transfers First Publisher fonts between font files.
graphics overlay	The graphics overlay is where artwork is created, erased, or modified.

graphics text tool	The graphics text tool is the second **A** on the side tools. You can type pictures of text with it. You edit graphics text like other art.
gutter	A gutter is the distance between columns in a multicolumn page layout.
hand tool	The hand tool works on the graphics overlay; it's used to move a selected image around a page.
hard carriage return	A hard carriage return is entered by pressing the **Enter** key.
insert mode	Pressing the **Ins** key while editing text brings you into a special mode that speeds up inserting text. All text after the cursor is temporarily stored so First Publisher won't have to realign it. Pressing the **Ins** key a second time brings back the stored text.
layout	In general, layout refers to the activity of positioning text and graphics on a page. With First Publisher, you use the **Define page** item on the Page menu to set the general layout of a publication.
leading	Leading is the space between lines from baseline to baseline, specified in points. It's also called linespacing.
magnify	You magnify when you expand a section of the graphics overlay for pixel editing.
MASTER.FNT	The MASTER.FNT file contains the fonts used in the Font and Style menus.
menu bar	The menu bar lists the First Publisher menus; it's located along the top of the First Publisher screen.
mouse	A computer mouse is a device that manipulates and directs an on-screen cursor or icon.
mouse cursor	If you've installed a mouse, you'll see the mouse cursor, which looks like a capital I with curled ends. The mouse cursor changes shape depending on what you're doing.
mouse symbol	The small mouse in the upper right corner of the First Publisher screen indicates a mouse button is active—it appears if you press **F10** on the keyboard. First Publisher displays the mouse symbol during certain operations.



path	The Path is the drive (and path of subdirectory names) where First Publisher gets or saves files. Remember to include a colon after the disk drive letter.
pencil tool	The pencil tool works on the graphics overlay. It's used for free-hand drawing and editing of drawings.
picturewrap	Picturewrap is a mode that tells First Publisher to flow text around a graphic. What picturewrap actually does is shorten the lengths of the baselines used in laying out text on a page. Because picturewrap is a mode, it can be turned off or on at any time.
pixel	A graphic is made up of tiny, black and white dots called pixels.
pixel editing	You can edit a graphic by changing the pixels. You can change a white pixel to black, and a black pixel to white.
point	A point is a measuring unit commonly used in the publishing world. One inch equals 72 points.
scroll	Scrolling a page means changing which part is displayed on the computer's screen. You can scroll a single line at a time, or a part of a page at a time.
selection tool	The selection tool works on the graphics overlay. It allows you to mark a region, which can be moved, cut, copied, duplicated, inverted, resized, or picturewrapped.
side tools	Side tools are used primarily to create and modify graphics. They're located along the right edge of the First Publisher screen.
size	Typefaces come in different sizes, although not all sizes are available in every typeface. First Publisher measures typefaces in points.
SNAPSHOT	SNAPSHOT refers to a program included with First Publisher that can take "instant pictures" of screens from other software packages. These pictures are turned into First Publisher .ART files when they get "developed" with the SNAP2ART program.



SNAP2ART	SNAP2ART is a program included with First Publisher that takes SNAPSHOT pictures and turns them into .ART files.
speed key	Speed keys let you choose menu items quickly, without pulling down a menu.
straight line tool	The straight line tool draws lines on the graphics overlay.
style	A style refers to the way a typeface looks. General styles include normal, bold, and italic.
subdirectory	A diskette or hard disk is like a giant filing cabinet. Subdirectories act like file drawers that help you organize the space. In a path of subdirectories, precede each name with a backslash (\).
text tool	The text tool is the first **A** in the column of side tools. You are working on the text overlay when this tool is selected.
text overlay	The text overlay is where text is entered, deleted, and modified.
watch face	First Publisher displays a watch face when it is taking time to do an operation, such as getting or saving a file.
word wrap	As you type, First Publisher automatically jumps to the next line when text reaches the end of the current line. If you are in the middle of a word, First Publisher moves the entire word down and aligns the words on the preceding line, if necessary.

H: Customer support plan

To participate in Software Publishing's customer support service, you must fill out and return the enclosed Preferred Customer Enrollment card. If you live in the U.K. or Europe, return the U.K. card. Otherwise, send us the U.S. card.

It's important to *you* to send this card to us right away, because it opens our line of communication to you. When we receive your card, we place your name on a list to receive our newsletter, which contains product update information, new product announcements, and tips on using our products.

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Faulty diskette replacement

Software Publishing Corporation warrants that the original Program, Fonts, Laser, and Sampler disks are free from defects in material and workmanship, assuming normal use, for a period of ninety (90) days from date of purchase. If a defect occurs during this period, you may return your faulty diskette to Software Publishing, along with a dated proof of purchase, where it will be replaced free of charge. If the Limited Warranty period has expired, Software Publishing will replace your faulty diskette for $15 in the U.S. or £10 in the U.K. or Europe. (California residents must include 7% sales tax.) Sorry, no credit cards or purchase orders accepted. Please allow 4 weeks for delivery.

- If you live in the U.S., Canada or outside the U.K. or Europe, send your request to:

  Software Publishing Corporation
  ATTN: Customer Replacements
  P.O. Box 7210
  1901 Landings Drive
  Mountain View, CA 94039-7210 USA

- If you live in the U.K. or Europe, send your request to:

  Software Publishing Europe
  ATTN: Customer Replacements
  85-87 Jermyn Street
  London, SW1Y 6JD, England

Product updates

Because Software Publishing Corporation strives to provide the best products possible, we periodically enhance our products. SPC will notify you through our newsletter when product upgrades are available and how you can obtain them. (Remember that to receive the newsletter, you must mail in the Preferred Customer Enrollment card.)

Product support

You should rely on your manual or your dealer to answer questions about using your program. If you do encounter a technical problem with your program, our Product Support Specialists will be glad to help you. We ask that you follow these steps before you call or write.

- Read the section of the manual that describes the procedure you are trying to perform.
- If the problem relates to your printer or mouse, check to make sure that the device is set up properly and the cable is attached securely.

If, after following these steps, you are still not able to resolve the problem, give us a call at the number listed on the next page. We want to make sure you're making the most effective use of your program. But, *before you call,* we ask that you be in front of your computer and have completed the following chart.

- ☐ Version # (from diskette label): _____
- ☐ Computer make and model: _____
- ☐ Amount of memory (RAM): _____
- ☐ Version of DOS (Disk Operating System): _____
- ☐ Printer model (parallel or serial): _____
- ☐ Type of mouse (optional): _____
- ☐ Type of Graphics card: _____
- ☐ Type of monitor (color or monochrome): _____
- ☐ List error messages (if any) that you encountered:

_____

_____

_____

☐ List other types of hardware used with your computer (i.e., external hard disk, memory expansion boards, etc.):

_____

_____

If you are not sure how to answer these questions, please ask your dealer for assistance.

Where to call for product support

- If you live in the U.S. or Canada, you may call (415) 962-9002 from 7:30am - 4:30pm, Monday through Friday, Pacific Time.
- If you live in the U.K. or Europe, call us in London at 01-839-3864 or send us a telex message describing the problem and the hardware you're using. Include your name, address, and telex number. The telex number for Software Publishing Europe is 917835.
- If you live outside the U.S., Canada, the U.K., or Europe, and your dealer or distributor can't solve the problem, send a telex message to us in the U.S. Please describe the problem and the hardware you're using. Software Publishing's U.S. telex number is 650-2281272.

Software Publishing's Product Support Specialists are trained to help you only with products produced by Software Publishing Corporation. We cannot customize the product to meet your individual needs, nor can we assist you with hardware or software products that our software doesn't support. But, we do periodically enhance our products and would appreciate receiving your requests for new features. Input from our customers helps us a great deal in developing new products. Your ideas help us effectively support and improve our products for you.

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